

Johnson City Board of Education Regular Meeting

April 7, 2025 6:00 PM

Central Office

1. CALL TO ORDER AND OPENING

1.A. Call to Order and Welcome

Mr. Jonathan Kinnick, Board Chair

1.B. Moment of Silence

Mr. Jonathan Kinnick, Board Chair

1.C. Pledge of allegiance to the flag

Students from Indian Trail

1.D. Opening

Students from Indian Trail

1.E. Art work on display

Students from Indian Trail

1.F. Update on Indian Trail

Dr. James Jacobs, Principal

2. RECOGNITIONS

3. ADOPTION OF AGENDA

4. CORRESPONDENCE, DELEGATIONS AND COMMUNICATIONS

5. REPORTS FROM SUPERINTENDENT AND STAFF

5.A. Building Projects Update

Mr. Brian Ross

5.B. TSBA SCOPE Conference Report 2025 Update

Chaperones: Mr. Tim Vanthournout & Mrs. Jesse Cigarroa

5.C. Financial Report for February 28, 2025

Ms. Leia Valley

5.D. Update on Sales Tax - PEP

Ms. Leia Valley

5.E. 23-24 City of Johnson City Audit, School Funds

5.F. Approval of Day 7 of SHHS Family Life Curriculum (Online Safety)

6. UNFINISHED BUSINESS

6.A. Superintendent's Contract

7. CONSENT AGENDA

7.A. Approval of Minutes

7.B. Proposed Fundraiser Activities

7.C. Overnight Field Trip Requests

7.D. Request to write checks over \$5,000

7.E. Second Reading

7.F. Educare Fee list 25-26SY

7.G. Code of Conduct 25-26SY

7.H. Recommendation for Copier Contract

7.I. Request to Transfer Funds

8. RECOMMENDATIONS FROM THE SUPERINTENDENT FOR ACTION

8.A. Proposed Calendar 26-27 SY

8.B. Policies - First Reading

9. NEW BUSINESS

9.A. Johnson City Schools Board of Education Resolution Affirming Participation in Section Four of the Education Freedom Act of 2025 for Teachers to Receive One-Time \$2,000 Bonus

9.B. Communications Update

10. INFORMATION ITEMS

10.A. BOE Calendar of Events

10.B. Personnel Items

10.C. Donations

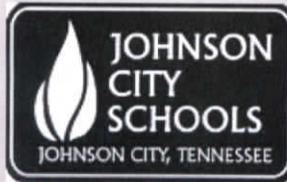
10.D. Professional Development

11. **COMMITTEE REPORTS**

12. **BOARD UPDATES AND DISCUSSION**

13. **MEETING DATES**

14. **ADJOURNMENT**



BELIEFS

To be successful, Johnson City Schools must...

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

MISSION

To enable all students to achieve excellence.

VISION

To be a progressive school system that is globally competitive in all areas. All students have an equal opportunity to learn and be successful while meeting high expectations and are provided the resources to be healthy, productive citizens and lifelong learners.

GOAL

Advance student achievement in all curricular and extra-curricular programs

GOAL

Pursue and efficiently manage internal and external school funding

GOAL

Promote physical and mental health and wellness in a safe and secure environment

GOAL

Improve communication, collaboration, and involvement

GOAL

Champion innovation and the effective use of technology



JOHNSON CITY SCHOOLS

Post Office Box 1517, Johnson City, TN 37605 www.jcschools.org (423) 434-5200 Fax: (423) 218-4968
Dr. Greg Wallace, Interim Superintendent of Schools

Recommendations for Recognitions for JCBOE School Board Meeting April 7, 2025

1. Wrestling-

- a. 2025 TSSAA Wrestling State Champion: Sawyer Ward at 152 pounds
- b. 2025 TSSAA Wrestling State Runner-Up: Chase Smalling at 120 pounds

2. Roan Scholars-Science Hill senior, Kate Carter, has been named as one of ETSU's Roan Scholars.

3. Robotics-Indian Trail's Robo-Hawks Robotics Team (specifically the robot named Alt-F4) won the state's Robotics Championship 2025. The team consists of students Byron Eisenzopf, Sam Quaintance, and Mushabbar Raza. The coaches are Misty Davis and Carleton Lyon.

4. 2025 Student Congress on Policies in Education (SCOPE):

- Kate Carter (President)
- Akshay Vashist
- Addison Pumphrey
- Ensley Baker
- Owen King

SCOPE delegates also elected the following 2026 SCOPE officers:

1st Vice President: Akshay Vashist, Science Hill High School, Johnson City

5. Johnson City Chamber of Commerce Civics Bee

2nd place in the Civics Bee: Broderick Ward, Liberty Bell

3rd place in the Civics Bee: William Tran, Liberty Bell



BOARD OF EDUCATION

Jonathan Kinnick, Chair Paula Treece, Vice Chair Rick Smith, Secretary
Dr. Ginger Carter Thomas Hager, Jr Kathy Hall Celia Martin

The mission of the Johnson City Schools is to enable all students to achieve excellence.



New Towne Acres Elementary – \$45M project budget for design, construction, and site improvements

- Preliminary cost estimates suggest a strong possibility that bids will exceed budget
- Design adjustments and alternates are being incorporated for cost control and flexibility
- Still aiming to bid this spring but precise dates are unknown
- Endeavoring to complete construction by Jul 2027

Secure Vestibule Improvements – Cherokee, North Side, Mountain View, Topper Academy

- Construction contract award pending interview with low bidder, scheduled for 3/17/25
- Budget supports the base bid only, so work will not include exterior ramps or any work at central office

Window Security Film – All 12 school facilities

- Topper Academy, Science Hill complete
- Liberty Bell to begin 3/24/25

South Side HVAC Improvements

- Duct cleaning, sanitizing, and filter changes are complete
- Cooling tower change out scheduled for Feb 26 – Mar 17
- Boiler change out scheduled during spring break

LBMS Steps Repair

- Completion expected by 3/21/25

Mountain View Brick Column Repair

- PO pending from COJC Purchasing to Maston Construction
- Contractor to verify availability of materials and projected start date

**SCHOOL BOARD AGENDA ITEM
APRIL 7, 2025 Meeting**

ACTION ITEM

TOPIC: Financial Report for the month ending February 28,2025.

BACKGROUND INFORMATION:

The un-audited financial report for the month ending February 28, 2025 is attached for your review.

Revenues:

Revenues received the month of February totaled \$11,447,584, primarily consisting of the State of TN TISA payment, Local Option Sales Tax, Property Tax and the monthly appropriation from the City.

Current property tax collections received in February totaled \$3,590,532. For the year, property tax collections are \$434,369 above what was received through February 29, 2024 of last year. That is an increase of 5.5%.

Local Option Sales Tax receipted for the month was \$1,787,176. Through the month of February, Local Option Sales Tax collections has seen an increase of 1.5% compared to February, 2024. The July and August 2023 receipts still included the additional 50% funding from Washington County. Adjusted for the Washington County Funding percentage change, Local Option Sales Tax receipts have seen a 4% increase for the year compared to February 28, 2024. The growth in local option sales tax is primarily from the larger increase in October sales tax generated. October 2024 sales tax generated received in January was 11.9% higher than October 2023.

At the end of February, revenues totaled \$65,443,907 for the year. Total Revenues were up 2.3% from February 2024. Total revenues received through February 28, 2025 were at 67.7% of the budget. In comparison, last year total revenues received through February 29, 2024 were at 67.0% of the budget.

Expenditures:

Expenditures for the month of February totaled \$8,423,726. Legal services paid in February totaled \$14,428 for services received in December. Capital expenditures of \$107,752 were paid out for carpet replacement. This was a progress payment for the carpet replace purchase order issued for Woodland Elementary, Mountain View Elementary, the front offices of South Side Elementary, and the Central Office.

Total expenditures for the year through February were \$61,291,423. Total expenditures as of February 28, 2025 were at 60.2% of the budget. In comparison, expenditures as of February 29, 2024 were at 59.5% of the budget.

Fund Balance:

The General Purpose School Fund Balance had a net increase through February 28, 2025 of \$4,152,485. For the year, total Fund Balance is budgeted to decrease \$5,153,109. Total Fund Balance at the end of February was \$22,281,329. Fund balance exceeded the fund balance target by \$6,555,519.

Tax Rate Information:

Included is the tax rates for the surrounding systems. These are the updated rates for 2024. Washington County had a tax increase, however due to the county also experiencing a reappraisal year, the property tax rate is less than the previous year. Other localities with increases include Sullivan County, Hawkins County, Bristol, and a number of municipalities in Hawkins County. Sullivan County is scheduled for reappraisals in 2025.

Please feel free to call me if you have questions. (434-5212)

Respectfully Submitted: *Leia Valley*

Johnson City Schools
Year To Date Comparisons
For the Month Ending February 28, 2025

	<u>Y-T-D</u> <u>2/29/24</u>	<u>Y-T-D</u> <u>2/28/25</u>	<u>Difference in</u> <u>Dollars</u>	<u>Difference in</u> <u>Percentage</u>	<u>FY24 Actual</u>	<u>FY25 Budget</u>
Revenues:						
County Property Tax - Current	\$ 7,950,996	\$ 8,385,365	\$ 434,369	5.46%	\$ 13,025,608	\$ 12,587,095
Local Option Sales Tax	13,760,819	13,961,243	200,424	1.46%	20,452,380	20,285,391
TISA (Previously BEP)	32,255,551	33,179,209	923,658	2.86%	45,600,346	45,733,085
Tuition	167,258	195,814	28,556	17.07%	232,881	250,000
All Other Revenues	9,829,182	9,722,276	(106,906)	-1.09%	17,816,473	17,866,922
Total Revenues	<u>\$ 63,963,805</u>	<u>\$ 65,443,907</u>	<u>\$ 1,480,101</u>	<u>2.31%</u>	<u>\$ 97,127,687</u>	<u>\$ 96,722,493</u>
Percentage of Revenue Budget Collected to Date		67.66%				
Percentage/Dollar Amount of Revenue Budget left to be Collected		32.34%				<u>\$ 31,278,586</u>
Expenditures:						
Salaries	\$ 39,752,274	\$ 41,020,452	\$ 1,268,178	3.19%	\$ 62,469,259	\$ 64,159,474
Benefits	11,632,372	12,071,384	439,012	3.77%	17,464,091	19,186,766
Electricity	1,118,974	1,170,388	51,414	4.59%	1,842,362	1,900,000
Water/Sewer	165,342	208,160	42,818	25.90%	278,093	300,000
Natural Gas	139,490	124,790	(14,700)	-10.54%	217,563	275,000
Disposal Fees	83,208	75,977	(7,231)	-8.69%	146,187	130,000
Gasoline	27,321	25,840	(1,481)	-5.42%	52,714	51,000
Technology/Instructional Equipment	1,252,574	136,238	(1,116,336)	-89.12%	2,192,616	195,895
Capital Outlay	1,249,777	1,198,636	(51,141)	-4.09%	2,469,449	3,263,374
All Other Expenditures	5,796,161	5,259,559	(536,602)	-9.26%	12,511,636	12,414,092
Total Expenditures	<u>\$ 61,217,492</u>	<u>\$ 61,291,423</u>	<u>\$ 73,931</u>	<u>0.12%</u>	<u>\$ 99,643,971</u>	<u>\$ 101,875,602</u>
Percentage of Expenditure Budget Spent to Date		60.16%				
Percentage/Dollar Amount of Expenditure Budget remaining		39.84%				<u>\$ 40,584,179</u>
Year-To-Date Revenues Over (Under) Expenditures	<u>\$ 2,746,312</u>	<u>\$ 4,152,485</u>	<u>\$ 1,406,173</u>	<u>51.20%</u>	<u>\$ (2,516,284)</u>	<u>\$ (5,153,109)</u>
% of Fiscal Year Complete		66.67%				
% of Fiscal Year Remaining		33.33%				

BOE POLICY 2.100 RESERVE FUNDS

Total Expenditure Budget - FY25 Budget	\$	101,875,602
Less:		
Operating Transfers	\$	62,739
Debt Service	\$	2,273,910
Capital Outlay	\$	3,263,374
Early Childhood	\$	554,091
Educare	\$	1,366,632
Total to deduct	\$	<u>7,520,746</u>
 Total Operating Budget	 \$	 94,354,856
 16% of the General Purpose School Fund Operating Budget	 \$	 <u><u>15,726,124</u></u>
 Monthly Operating Expense:		
Annual Operating Expense Budget	\$	94,354,856
 Monthly Operating Expenses Budgeted	 \$	 7,862,905
 2 Months Operating Expenses Budgeted	 \$	 <u><u>15,725,809</u></u>

<p>BOE Policy 2.100 as revised at the 5 o'clock 2-3-2014 BOE Meeting First reading April 2014 Second reading May 2014</p>
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Current Standing on Target Fund Balance		
*Target Unrestricted Fund Balance (as recommended at 2-3-2014 BOE Policy Meeting) 2 Months Operating Expenditures	\$	15,725,809
Current Fund Balance:		
3% Fund Balance	\$	2,808,843
Beginning of the Year Undesignated	\$	11,910,391
Current Revenues vs Expenditures	\$	4,152,485
Other Reserves	\$	3,409,610
Total Fund Balance	\$	<u>22,281,329</u>
 Target Overage as of 2/28/25	 \$	 <u><u>6,555,519</u></u>

Locality	2019 Rate	Increase	2020 Rate	Increase	2021 Rate	Increase	2022 Rate	Residents	Increase	2023 Rate	Residents	Increase	2024	Residents
								Combined Rate			Combined Rate			Combined Rate
Washington County	\$ 2.1500	\$ -	\$ 2.1500	\$ -	\$ 2.1500	\$ -	\$ 2.1500	\$ 2.1500	\$ -	\$ 2.1500	\$ 2.1500	\$ (0.4400)	\$ 1.7100	\$ 1.7100
Watauga	\$ 0.7000	\$ -	\$ 0.7000	\$ (0.1300)	\$ 0.5700	\$ -	\$ 0.5700	\$ 2.7200	\$ -	\$ 0.5700	\$ 2.7200	\$ (0.1600)	\$ 0.4100	\$ 2.1200
Jonesborough	\$ 1.2000	\$ -	\$ 1.2000	\$ -	\$ 1.2000	\$ -	\$ 1.2000	\$ 3.3500	\$ 0.2500	\$ 1.4500	\$ 3.6000	\$ (0.4838)	\$ 0.9662	\$ 2.6762
Johnson City	\$ 1.7100	\$ -	\$ 1.7100	\$ 0.0200	\$ 1.7300	\$ -	\$ 1.7300	\$ 3.8800	\$ 0.2500	\$ 1.9800	\$ 4.1300	\$ (0.6259)	\$ 1.3541	\$ 3.0641
Unicoi County	\$ 2.6838	\$ 0.1700	\$ 2.8538	\$ -	\$ 2.8538	\$ (0.5033)	\$ 2.3505	\$ 2.3505	\$ 0.2600	\$ 2.6105	\$ 2.6105	\$ -	\$ 2.6105	\$ 2.6105
Erwin	\$ 1.8620	\$ -	\$ 1.8620	\$ -	\$ 1.8620	\$ (0.3108)	\$ 1.5512	\$ 3.9017	\$ -	\$ 1.5512	\$ 4.1617	\$ -	\$ 1.5512	\$ 4.1617
Sullivan County	\$ 2.5700	\$ -	\$ 2.5700	\$ (0.1638)	\$ 2.4062	\$ -	\$ 2.4062	\$ 2.4062	\$ -	\$ 2.4062	\$ 2.4062	\$ 0.0900	\$ 2.4962	\$ 2.4962
Bluff City	\$ 1.2800	\$ -	\$ 1.2800	\$ (0.1010)	\$ 1.1790	\$ -	\$ 1.1790	\$ 3.5852	\$ 0.1210	\$ 1.3000	\$ 3.7062	\$ -	\$ 1.3000	\$ 3.7962
Bristol	\$ 2.1612	\$ -	\$ 2.1612	\$ (0.1749)	\$ 1.9863	\$ -	\$ 1.9863	\$ 4.3925	\$ -	\$ 1.9863	\$ 4.3925	\$ 0.2637	\$ 2.2500	\$ 4.7462
Johnson City	\$ 1.9500	\$ -	\$ 1.9500	\$ (0.4000)	\$ 1.5500	\$ -	\$ 1.5500	\$ 3.9562	\$ 0.2500	\$ 1.8000	\$ 4.2062	\$ 0.2298	\$ 2.0298	\$ 4.5260
Kingsport	\$ 2.0643	\$ -	\$ 2.0643	\$ (0.1860)	\$ 1.8783	\$ 0.1200	\$ 1.9983	\$ 4.4045	\$ -	\$ 1.9983	\$ 4.4045	\$ -	\$ 1.9983	\$ 4.4945
Carter County	\$ 2.4700	\$ -	\$ 2.4700	\$ (0.4400)	\$ 2.0300	\$ -	\$ 2.0300	\$ 2.0300	\$ 0.1500	\$ 2.1800	\$ 2.1800	\$ -	\$ 2.1800	\$ 2.1800
Elizabethton	\$ 1.8500	\$ -	\$ 1.8500	\$ (0.2800)	\$ 1.5700	\$ -	\$ 1.5700	\$ 3.6000	\$ 0.0800	\$ 1.6500	\$ 3.8300	\$ -	\$ 1.6500	\$ 3.8300
Johnson City	\$ 1.8300	\$ -	\$ 1.8300	\$ (0.2800)	\$ 1.5500	\$ -	\$ 1.5500	\$ 3.5800	\$ 0.2500	\$ 1.8000	\$ 3.9800	\$ 0.0775	\$ 1.8775	\$ 4.0575
Watauga	\$ 0.7000	\$ -	\$ 0.7000	\$ (0.1300)	\$ 0.5700	\$ -	\$ 0.5700	\$ 2.6000	\$ -	\$ 0.5700	\$ 2.7500	\$ -	\$ 0.5700	\$ 2.7500
Greene County	\$ 2.0145	\$ -	\$ 2.0145	\$ -	\$ 2.0145	\$ -	\$ 2.0145	\$ 2.0145	\$ (0.3645)	\$ 1.6500	\$ 1.6500	\$ -	\$ 1.6500	\$ 1.6500
Greene County for City Residents	\$ 1.9845	\$ -	\$ 1.9845	\$ -	\$ 1.9845	\$ -	\$ 1.9845	\$ 4.1620	\$ (0.3445)	\$ 1.6400	\$ 3.3471	\$ -	\$ 1.6400	\$ 3.3471
Greeneville City	\$ 2.1775	\$ -	\$ 2.1775	\$ -	\$ 2.1775	\$ -	\$ 2.1775	\$ 4.1620	\$ (0.4704)	\$ 1.7071	\$ 3.3471	\$ -	\$ 1.7071	\$ 3.3471
Hawkins County	\$ 2.5323	\$ -	\$ 2.5323	\$ (0.3646)	\$ 2.1677	\$ 0.1500	\$ 2.3177	\$ 2.3177	\$ 0.0070	\$ 2.3247	\$ 2.3247	\$ 0.2299	\$ 2.5546	\$ 2.5546
Rogersville City	\$ 1.6700	\$ -	\$ 1.6700	\$ (0.1835)	\$ 1.4865	\$ -	\$ 1.4865	\$ 3.8042	\$ -	\$ 1.4865	\$ 3.8112	\$ 0.3500	\$ 1.8365	\$ 4.3911
Bulls Gap	\$ 0.7200	\$ -	\$ 0.7200	\$ (0.0636)	\$ 0.6564	\$ 0.0036	\$ 0.6600	\$ 2.9777	\$ 0.2000	\$ 0.8600	\$ 3.1847	\$ 0.1300	\$ 0.9900	\$ 3.5446
Church Hill	\$ 1.1034	\$ -	\$ 1.1034	\$ (0.1418)	\$ 0.9616	\$ -	\$ 0.9616	\$ 3.2793	\$ -	\$ 0.9616	\$ 3.2863	\$ 0.0484	\$ 1.0100	\$ 3.5646
Kingsport	\$ 1.8900	\$ -	\$ 1.8900	\$ (0.0117)	\$ 1.8783	\$ 0.1200	\$ 1.9983	\$ 4.3160	\$ -	\$ 1.9983	\$ 4.3230	\$ -	\$ 1.9983	\$ 4.5529
Mount Carmel	\$ 1.6700	\$ -	\$ 1.6700	\$ (0.2803)	\$ 1.3897	\$ -	\$ 1.3897	\$ 3.7074	\$ 0.2000	\$ 1.5897	\$ 3.9144	\$ -	\$ 1.5897	\$ 4.1443
Surgoinsville	\$ 1.2000	\$ -	\$ 1.2000	\$ (0.2370)	\$ 0.9630	\$ 0.0033	\$ 0.9663	\$ 3.2840	\$ -	\$ 0.9663	\$ 3.2910	\$ 0.1337	\$ 1.1000	\$ 3.6546

JOHNSON CITY SCHOOLS					
Statement of Revenues, Expenditures, and Changes in Fund Balance					
For the Period Ended February 28, 2025					
					66.67%
		Amended	Actual	Budget Amount	Percentage
		Budget	Amounts	Remaining	of Budget to Date
Revenues					
40110	Current Property Tax - Washington Co.	\$ 12,243,386	8,294,004	\$ 3,949,382	67.74%
40110	Current Property Tax - Sullivan Co.	\$ 238,036	10,990	\$ 227,046	4.62%
40110	Current Property Tax - Carter Co.	\$ 105,673	80,371	\$ 25,302	76.06%
40120	Trustee's Collections - Prior Year	\$ 280,555	34,471	\$ 246,084	12.29%
40130	Circuit Clk./Clk. & Master Coll. - Prior Yr	\$ 100,000	40,470	\$ 59,530	40.47%
40140	Interest & Penalty	\$ 135,000	28,806	\$ 106,194	21.34%
40150	Pick-Up Taxes	\$ 5,500	282	\$ 5,218	5.13%
40162	Payments in Lieu of Taxes - Local Utilities	\$ 215,000	204,353	\$ 10,647	95.05%
40163	Payments in Lieu of Taxes - Other	\$ 18,000	11,457	\$ 6,543	63.65%
40210	Local Option Sales Tax - Washington Co.	\$ 19,980,455	13,701,958	\$ 6,278,497	68.58%
40210	Local Option Sales Tax - Sullivan Co.	\$ 176,648	132,088	\$ 44,560	74.77%
40210	Local Option Sales Tax - Carter Co.	\$ 128,288	127,197	\$ 1,091	99.15%
40270	Business Tax	\$ 517,000	195,933	\$ 321,067	37.90%
40275	Mixed Drink Tax	\$ 3,500	78	\$ 3,422	2.23%
40320	Bank Excise Tax	\$ 95,000	-	\$ 95,000	0.00%
	Total County Taxes	\$ 34,242,041	\$ 22,862,459	\$ 11,379,582	66.77%
41110	Marriage Licenses	\$ 1,700	1,131	\$ 569	66.50%
	Total Licenses and Permits	\$ 1,700	\$ 1,131	\$ 569	66.50%
43511	Tuition - Regular Day Students	\$ 250,000	195,814	\$ 54,186	78.33%
43517	Tuition - Online Learning	\$ 5,500	420	\$ 5,080	7.64%
43581	Tuition - EDUCARE	\$ 1,198,679	807,858	\$ 390,821	67.40%
43581	Tuition - ECLC	\$ 275,000	235,132	\$ 39,868	85.50%
43990	Other Charges for Services - Fingerprints	\$ 21,000	8,341	\$ 12,659	39.72%
43990	Print Shop Enterprise Account	\$ 40,000	43,076	\$ (3,076)	107.69%
	Total Charges for Current Services	\$ 1,790,179	\$ 1,290,641	\$ 499,538	72.10%
44120	Leases/Rentals	\$ -	2,533	\$ (2,533)	#DIV/0!
44160	Retirees' Insurance Payments	\$ 18,000	17,433	\$ 567	96.85%
44170	Miscellaneous Refunds	\$ -	20,394	\$ (20,394)	#DIV/0!
44570	Contributions	\$ 19,135	128,156	\$ (109,021)	669.75%
44570	Contributions - Shoe Fund	\$ 10,000	5,387	\$ 4,613	53.87%
44570	Contributions - Homeless Fund	\$ -	2,908	\$ (2,908)	#DIV/0!
44570	Contributions - TVA South Side Grant	\$ 25,000	-	\$ 25,000	0.00%
44990	Other Local Revenue (STEAM 536)	\$ 1,000	600	\$ 400	60.00%
44990	Other Local Revenue (Misc)	\$ -	251	\$ (251)	#DIV/0!
	Total Other Local Revenues	\$ 73,135	\$ 177,661	\$ (104,526)	242.92%
46510	Tennessee Investment in Student Achievement (TISA)	\$ 45,394,947	32,391,054	\$ 13,003,893	71.35%
46510	TISA Outcomes	\$ 338,138	788,155	\$ (450,017)	233.09%
46550	Driver Education	\$ 11,000	-	\$ 11,000	0.00%
46590	Other State Educational Funds	\$ -	-	\$ -	#DIV/0!
46610	Career Ladder	\$ 70,686	37,646	\$ 33,040	53.26%
46596	Paid Parental Leave	\$ 55,500	55,570	\$ (70)	100.13%
	Total State Education Funds	\$ 45,870,271	\$ 33,272,425	\$ 12,597,846	72.54%
47143	Education of the Handicapped Act - IDEA	\$ -	43,484	\$ (43,484)	#DIV/0!
	Total Federal Through State	\$ -	\$ 43,484	\$ -	#DIV/0!
47640	ROTC Reimbursement	\$ 75,000	44,948	\$ 30,052	59.93%

JOHNSON CITY SCHOOLS						
Statement of Revenues, Expenditures, and Changes in Fund Balance						
For the Period Ended February 28, 2025						
					66.67%	
		Amended Budget	Actual Amounts	Budget Amount Remaining	Percentage of Budget to Date	
		Total Direct Federal Government	\$ 75,000	\$ 44,948	\$ 30,052	59.93%
48610		Donations	\$ -	1	\$ (1)	#DIV/0!
49800		Operating Transfers	\$ -	-	\$ -	#DIV/0!
49810		City General Fund Transfer - Operations	\$ 11,626,736	7,751,157	\$ 3,875,579	66.67%
49810		City General Fund Transfer - Transportation	\$ 3,043,431	-	\$ 3,043,431	0.00%
		Total Other Sources	\$ 14,670,167	\$ 7,751,159	\$ 6,919,008	52.84%
		Total Revenues	\$ 96,722,493	\$ 65,443,907	\$ 31,322,070	67.66%
APPROPRIATIONS (Expenditures)						
		Amended Budget	Actual Amounts	Budget Amount Remaining	Percentage of Budget to Date	
INSTRUCTION						
71100	116	Teachers	\$ 33,211,628	21,459,628	\$ 11,752,000	64.61%
71100	116	Safety Net Program (1-031)	\$ 49,000	18,938	\$ 30,063	38.65%
71100	116	RTI (534)	\$ 601,172	292,872	\$ 308,300	48.72%
71100	116	Four-Year Transition Plan (2-301)	\$ 6,120	-	\$ 6,120	0.00%
71100	116	Local Extended Contract (1-578)	\$ 258,055	32,711	\$ 225,344	12.68%
71100	116	Mountain View Orchestra (9-581)	\$ 8,825	-	\$ 8,825	0.00%
71100	116	Curriculum Development (538)	\$ 22,000	5,500	\$ 16,500	25.00%
71100	116	Teacher Stipends for Online Learning (555)	\$ 20,000	47,620	\$ (27,620)	238.10%
71100	117	Career Ladder	\$ 37,000	15,500	\$ 21,500	41.89%
71100	163	Educational Assistants	\$ 1,238,510	771,305	\$ 467,205	62.28%
71100	189	Other Salaries & Wages	\$ -	52,654	\$ (52,654)	#DIV/0!
71100	195	Substitute Teachers Certified	\$ 150,000	62,981	\$ 87,020	41.99%
71100	198	Substitute Teachers - Non Certified	\$ 554,120	340,308	\$ 213,812	61.41%
71100	201	Social Security	\$ 2,199,872	1,343,432	\$ 856,440	61.07%
71100	204	Retirement	\$ 2,439,854	1,551,604	\$ 888,250	63.59%
71100	206	Life Insurance	\$ 84,775	45,634	\$ 39,141	53.83%
71100	207	Medical Insurance	\$ 4,557,738	2,887,576	\$ 1,670,162	63.36%
71100	208	Dental Insurance	\$ 176,875	102,520	\$ 74,355	57.96%
71100	210	Unemployment	\$ 25,000	11,293	\$ 13,707	45.17%
71100	211	Local Retirement	\$ 8,874	5,502	\$ 3,372	62.01%
71100	212	Medicare	\$ 522,915	316,784	\$ 206,131	60.58%
71100	215	Other Post Employment Benefits (Retiree Insurance)	\$ 625,000	466,094	\$ 158,906	74.58%
71100	217	Retirement-Hybrid Stabilization	\$ 129,666	82,844	\$ 46,822	63.89%
71100	219	Other Employee Benefits	\$ -	185	\$ (185)	#DIV/0!
71100	336	Performing Music Maintenance and Repair Equipment	\$ 21,246	7,623	\$ 13,623	35.88%
71100	356	Tuition	\$ 3,000	-	\$ 3,000	0.00%
71100	399	Other Contracted Services (Site-Based check-copiers)	\$ 91,798	91,798	\$ -	100.00%
71100	399	RTI (1-534)	\$ -	-	\$ -	#DIV/0!
71100	399	Edmentum (Credit Recovery) 1-519	\$ 61,000	60,562	\$ 439	99.28%
71100	399	Public Chapter 426, Public Acts of 2011 (1-532)	\$ 40,000	6,867	\$ 33,133	17.17%
71100	399	Subscription Renewal - Brain Pop (1-536)	\$ 27,000	32,997	\$ (5,997)	122.21%
71100	399	Subscription Renewal - Hapara	\$ 29,000	-	\$ 29,000	0.00%
71100	399	Subscription Renewal - Neptune Navigate	\$ 3,000	2,750	\$ 250	91.67%
71100	399	Subscription Renewal - Canvas	\$ 58,000	51,944	\$ 6,056	89.56%
71100	399	Subscription - Generation Genius	\$ 9,000	8,955	\$ 45	99.50%
71100	399	Subscription Renewal - Mystery Science	\$ 10,000	11,960	\$ (1,960)	119.60%
71100	399	Subscription Renewal - Explore Learning	\$ 29,000	32,403	\$ (3,403)	111.73%
71100	399	Subscription Renewal - Study Island	\$ 21,000	15,625	\$ 5,375	74.40%
71100	399	Subscription Renewal - My Reading Academy	\$ 60,000	60,000	\$ -	100.00%
71100	399	Subscription - Quizizz	\$ 20,000	20,000	\$ -	100.00%
71100	399	Subscription - Vocabulary.com	\$ -	9,250	\$ (9,250)	#DIV/0!
71100	399	Subscription - Nearpod - Flocabulary	\$ -	20,007	\$ (20,007)	#DIV/0!
71100	399	Virtual Program Instruction	\$ -	219,564	\$ (219,564)	#DIV/0!

JOHNSON CITY SCHOOLS						
Statement of Revenues, Expenditures, and Changes in Fund Balance						
For the Period Ended February 28, 2025						
						66.67%
			Amended	Actual	Budget Amount	Percentage
			Budget	Amounts	Remaining	of Budget to Date
71100	399	Other Contracted Services	\$ -	5,961	\$ (5,961)	#DIV/0!
71100	429	Instructional Supplies and Materials	\$ 222,745	243,287	\$ (20,542)	109.22%
71100	429	Forward Funding	\$ 55,297	55,297	\$ -	100.00%
71100	429	Summer School Supplies (1-033)	\$ 5,000	-	\$ 5,000	0.00%
71100	429	AP - Instructional Supplies (2-583)	\$ 7,500	5,088	\$ 2,412	67.85%
71100	429	RTI - (1-534)	\$ 12,000	3,676	\$ 8,324	30.63%
71100	429	Instructional Supplies - Science Materials	\$ 19,261	19,261	\$ -	100.00%
71100	429	Instructional Supplies - STEAM (536) +1K Donation	\$ 17,001	7,294	\$ 9,707	42.90%
71100	429	Instructional Supplies - Special Budget Request	\$ 5,000	3,823	\$ 1,177	76.47%
71100	429	Instructional Supplies - TISA Outcomes	\$ -	23,437	\$ (23,437)	#DIV/0!
71100	429	Instructional Supplies - South Side TVA Grant	\$ 12,098	12,096	\$ 2	99.98%
71100	449	Textbooks	\$ 939,035	59,779	\$ 879,256	6.37%
71100	449	Textbooks - Reserved for Encumbrances	\$ 6,675	6,675	\$ -	100.00%
71100	471	Software Maintenance	\$ -	68,616	\$ (68,616)	#DIV/0!
71100	535	Fee Waiver Student Fees	\$ 141,102	141,102	\$ -	100.00%
71100	535	Fee Waiver Student Performing Music	\$ 8,725	8,725	\$ -	100.00%
71100	595	TISA - On-Behalf Payments	\$ 110,354	-	\$ 110,354	0.00%
71100	722	Regular Instruction Equipment	\$ 106,962	78,137	\$ 28,825	73.05%
71100	722	Performing Music Equipment	\$ 45,870	17,440	\$ 28,430	38.02%
71100	722	Instruction Equipment - South Side TVA Grant	\$ 11,663	11,663	\$ -	100.00%
71100	722	Instruction Equipment - Special Budget Request	\$ 31,400	28,997	\$ 2,403	92.35%
		Total Instruction	\$ 49,167,730	\$ 31,366,142	\$ 17,801,589	63.79%
		Alternative Instruction Program				
71150	116	Teachers	\$ 1,007,784	616,277	\$ 391,507	61.15%
71150	163	Educational Assistants	\$ 129,540	99,292	\$ 30,248	76.65%
71150	201	Social Security	\$ 69,377	41,732	\$ 27,645	60.15%
71150	204	Retirement	\$ 102,564	56,935	\$ 45,629	55.51%
71150	206	Life Insurance	\$ 2,730	1,377	\$ 1,353	50.44%
71150	207	Medical Insurance	\$ 149,939	100,624	\$ 49,315	67.11%
71150	208	Dental Insurance	\$ 3,163	3,448	\$ (285)	109.02%
71150	211	Local Retirement	\$ -	2,439	\$ (2,439)	#DIV/0!
71150	212	Medicare	\$ 16,491	9,760	\$ 6,731	59.18%
71150	217	Retirement-Hybrid Stabilization	\$ 1,672	1,172	\$ 500	70.11%
71150	399	Other Contracted Services	\$ 5,362	5,362	\$ -	100.00%
71150	429	Instructional Supplies and Materials	\$ 15,978	15,978	\$ -	100.00%
71150	499	Other Supplies and Materials	\$ 3,028	3,028	\$ -	100.00%
71150	790	Other Equipment	\$ 12,446	2,475	\$ 9,971	19.89%
		Total Alternative Instruction	\$ 1,520,074	\$ 959,899	\$ 560,175	63.15%
		SPECIAL EDUCATION				
71200	116	Teachers	\$ 2,895,507	2,020,395	\$ 875,112	69.78%
71200	117	Career Ladder	\$ 8,000	4,425	\$ 3,575	55.31%
71200	163	Educational Assistants	\$ 903,948	445,015	\$ 458,933	49.23%
71200	171	Speech Pathologist	\$ 469,798	321,670	\$ 148,128	68.47%
71200	189	Other Salaries & Wages - Sign Language Interpreters	\$ 90,270	37,630	\$ 52,640	41.69%
71200	201	Social Security	\$ 266,367	164,787	\$ 101,580	61.86%
71200	204	Retirement	\$ 313,650	198,527	\$ 115,123	63.30%
71200	206	Life Insurance	\$ 10,482	5,626	\$ 4,856	53.67%
71200	207	Medical Insurance	\$ 585,876	392,024	\$ 193,852	66.91%
71200	208	Dental Insurance	\$ 18,016	11,280	\$ 6,736	62.61%
71200	211	Local Retirement	\$ 4,957	6,156	\$ (1,199)	124.19%
71200	212	Medicare	\$ 63,329	38,700	\$ 24,629	61.11%
71200	217	Retirement-Hybrid Stabilization	\$ 21,453	13,851	\$ 7,602	64.57%
71200	336	Equipment Repairs and Maintenance	\$ 500	130	\$ 370	26.00%
71200	429	Instructional Supplies and Materials	\$ 25,150	11,476	\$ 13,674	45.63%
71200	499	Other Supplies and Materials	\$ 3,000	2,618	\$ 382	87.28%

JOHNSON CITY SCHOOLS						
Statement of Revenues, Expenditures, and Changes in Fund Balance						
For the Period Ended February 28, 2025						
						66.67%
			Amended Budget	Actual Amounts	Budget Amount Remaining	Percentage of Budget to Date
71200	725	Special Education Instruction Equipment	\$ 2,000	7,064	\$ (5,064)	353.20%
		Total Special Education	\$ 5,682,303	\$ 3,681,374	\$ 2,000,929	64.79%
		VOCATIONAL INSTRUCTION				
71300	116	Teachers	\$ 1,749,168	1,121,393	\$ 627,775	64.11%
71300	117	Career Ladder	\$ 4,000	2,000	\$ 2,000	50.00%
71300	163	Educational Assistants	\$ 82,620	52,077	\$ 30,543	63.03%
71300	201	Social Security	\$ 111,978	68,603	\$ 43,375	61.26%
71300	204	Retirement	\$ 130,874	83,910	\$ 46,964	64.12%
71300	206	Life Insurance	\$ 4,404	2,434	\$ 1,970	55.28%
71300	207	Medical Insurance	\$ 259,173	161,306	\$ 97,867	62.24%
71300	208	Dental Insurance	\$ 6,632	4,606	\$ 2,026	69.46%
71300	212	Medicare	\$ 26,618	16,044	\$ 10,574	60.28%
71300	217	Retirement-Hybrid Stabilization	\$ 6,806	4,353	\$ 2,453	63.96%
71300	399	Other Contracted Services	\$ 1,696	1,696	\$ -	100.00%
71300	429	Instructional Supplies and Materials	\$ 39,690	20,081	\$ 19,609	50.59%
71300	429	Forward Funding	\$ 1,696	1,696	\$ -	100.00%
71300	730	Vocational Equipment	\$ 4,603	-	\$ 4,603	0.00%
		Total Vocational Instruction	\$ 2,429,958	\$ 1,540,200	\$ 889,758	63.38%
		ATTENDANCE				
72110	189	Other Salaries and Wages	\$ 241,740	147,926	\$ 93,814	61.19%
72110	201	Social Security	\$ 14,746	8,306	\$ 6,440	56.33%
72110	204	State Retirement	\$ 16,369	9,685	\$ 6,684	59.17%
72110	206	Life Insurance	\$ 580	176	\$ 404	30.38%
72110	207	Medical Insurance	\$ 57,004	34,285	\$ 22,719	60.15%
72110	208	Dental Insurance	\$ 1,910	935	\$ 975	48.93%
72110	211	Local Retirement	\$ 1,250	999	\$ 251	79.94%
72110	212	Medicare	\$ 3,505	1,943	\$ 1,562	55.42%
72110	217	Retirement - Hybrid Stabilization	\$ 3,092	1,899	\$ 1,193	61.43%
72110	471	Software Maintenance	\$ 48,500	54,580	\$ (6,080)	112.54%
		Total Attendance	\$ 388,696	\$ 260,735	\$ 127,961	67.08%
		HEALTH SERVICES				
72120	131	Medical Personnel	\$ 770,556	479,278	\$ 291,278	62.20%
72120	201	Social Security	\$ 47,004	27,566	\$ 19,438	58.65%
72120	204	Retirement	\$ 61,259	39,088	\$ 22,171	63.81%
72120	206	Life Insurance	\$ 1,849	888	\$ 961	48.01%
72120	207	Medical Insurance	\$ 118,434	76,020	\$ 42,414	64.19%
72120	208	Dental Insurance	\$ 3,000	2,466	\$ 534	82.21%
72120	212	Medicare	\$ 11,173	6,447	\$ 4,726	57.70%
72120	217	Retirement-Hybrid Stabilization	\$ 8,091	5,142	\$ 2,949	63.55%
72120	355	Travel	\$ 500	372	\$ 128	74.36%
72120	399	Other Contracted Services	\$ 8,000	577	\$ 7,423	7.21%
72120	399	Other Contracted Services - Coordinated School Health	\$ 26,000	165	\$ 25,835	0.63%
72120	413	Drugs & Medical Supplies	\$ 4,000	1,800	\$ 2,200	45.00%
72120	499	Other Supplies & Materials	\$ 15,000	8,453	\$ 6,547	56.36%
72120	499	Other Supplies & Materials - Coordinated School Health	\$ 28,500	5,315	\$ 23,185	18.65%
72120	524	Staff Development	\$ 2,900	-	\$ 2,900	0.00%
72120	524	Staff Development - Coordinated School Health	\$ 4,000	2,244	\$ 1,756	56.09%
72120	735	Health Equipment	\$ 500	-	\$ 500	0.00%
		Total Health Services	\$ 1,110,766	\$ 655,820	\$ 454,947	59.04%
		STUDENT SUPPORT				
72130	117	Career Ladder	\$ 2,000	1,000	\$ 1,000	50.00%

JOHNSON CITY SCHOOLS						
Statement of Revenues, Expenditures, and Changes in Fund Balance						
For the Period Ended February 28, 2025						
						66.67%
			Amended	Actual	Budget Amount	Percentage
			Budget	Amounts	Remaining	of Budget to Date
72130	123	Guidance Personnel	\$ 1,716,756	1,092,562	\$ 624,194	63.64%
72130	161	Secretary	\$ 40,800	35,971	\$ 4,829	88.16%
72130	189	Other Salaries & Benefits	\$ 854,443	537,569	\$ 316,874	62.91%
72130	201	Social Security	\$ 159,448	96,333	\$ 63,115	60.42%
72130	204	Retirement	\$ 194,775	122,840	\$ 71,935	63.07%
72130	206	Life Insurance	\$ 6,271	2,883	\$ 3,388	45.97%
72130	207	Medical Insurance	\$ 339,348	235,640	\$ 103,708	69.44%
72130	208	Dental Insurance	\$ 12,193	6,767	\$ 5,426	55.50%
72130	211	Local Retirement	\$ -	1,413	\$ (1,413)	#DIV/0!
72130	212	Medicare	\$ 37,901	22,673	\$ 15,228	59.82%
72130	217	Retirement-Hybrid Stabilization	\$ 17,887	11,335	\$ 6,552	63.37%
72130	322	Evaluation & Testing	\$ 30,000	-	\$ 30,000	0.00%
72130	322	AP Testing (2-583)	\$ 105,000	-	\$ 105,000	0.00%
72130	399	Other Contracted Services - Pre-ACT Assessment	\$ 8,000	-	\$ 8,000	0.00%
72130	499	Other Supplies & Materials - Safe Schools	\$ 6,000	1,474	\$ 4,526	24.57%
72130	499	Other Supplies & Materials - TVA South Side Grant	\$ 1,239	1,239	\$ -	100.00%
72130	790	Other Equipment (1-529)	\$ 2,500	-	\$ 2,500	0.00%
		Total Student Support	\$ 3,534,561	\$ 2,169,698	\$ 1,364,863	61.39%
		INSTRUCTION SUPPORT				
72210	105	Administration	\$ 770,864	480,387	\$ 290,477	62.32%
72210	117	Career Ladder	\$ 7,000	3,000	\$ 4,000	42.86%
72210	129	Librarians	\$ 866,234	539,529	\$ 326,705	62.28%
72210	137	Educational Media Personnel	\$ 332,520	215,330	\$ 117,190	64.76%
72210	161	Secretary	\$ 135,660	94,898	\$ 40,762	69.95%
72210	172	Instructional Coaches	\$ 1,253,274	850,288	\$ 402,986	67.85%
72210	189	Other Salaries and Wages	\$ 76,500	143,703	\$ (67,203)	187.85%
72210	189	Other Salaries and Wages - Tech Teacher Leader	\$ 30,500	-	\$ 30,500	0.00%
72210	201	Social Security	\$ 211,825	135,087	\$ 76,738	63.77%
72210	204	Retirement	\$ 252,448	164,835	\$ 87,613	65.29%
72210	206	Life Insurance	\$ 8,334	4,682	\$ 3,652	56.18%
72210	207	Medical Insurance	\$ 371,183	259,181	\$ 112,002	69.83%
72210	208	Dental Insurance	\$ 10,183	7,892	\$ 2,291	77.50%
72210	211	Local Retirement	\$ 2,200	2,173	\$ 27	98.78%
72210	212	Medicare	\$ 50,352	31,740	\$ 18,612	63.04%
72210	217	Retirement-Hybrid Stabilization	\$ 6,063	3,157	\$ 2,906	52.07%
72210	336	Maintenance and Repair Service	\$ -	103	\$ (103)	#DIV/0!
72210	355	Travel	\$ 11,500	5,217	\$ 6,283	45.37%
72210	355	Travel - Safe Schools	\$ 1,500	163	\$ 1,337	10.90%
72210	355	Travel Academic Competitions - Robotics Team (5K) (16-57	\$ 10,000	2,450	\$ 7,550	24.50%
72210	399	Niswonger Class Fees (555)	\$ 5,000	5,300	\$ (300)	106.00%
72210	399	Contracted Services Niswonger Consortium Fee (555)	\$ 15,200	15,234	\$ (34)	100.22%
72210	399	Other Contracted Services (5\$ Transact)	\$ 9,000	-	\$ 9,000	0.00%
72210	399	Other Contracted Services-Safety Net Program (1-031)	\$ 41,000	-	\$ 41,000	0.00%
72210	399	Other Contracted Services - Frontline	\$ 28,000	30,864	\$ (2,864)	110.23%
72210	399	Other Contracted Services - Robotics Team (16-572)	\$ 1,000	-	\$ 1,000	0.00%
72210	399	Other Contracted Services - Parent Square	\$ 16,500	31,200	\$ (14,700)	189.09%
72210	399	Other Contracted Services - 504 Online System	\$ 5,000	-	\$ 5,000	0.00%
72210	399	Other Contracted Services - Major Clarity	\$ 7,000	7,630	\$ (630)	109.00%
72210	399	At-Risk Services (1-964)	\$ 1,000	-	\$ 1,000	0.00%
72210	399	Random Drug Testing (DOT Physicals)	\$ 16,000	4,336	\$ 11,664	27.10%
72210	399	Other Contracted Services - Renaissance Learning	\$ -	41,708	\$ (41,708)	#DIV/0!
72210	399	Contracted Services - RC (1-030)	\$ 2,400	1,318	\$ 1,082	54.93%
72210	399	Internal Assessment Platform - Illuminate	\$ 55,000	-	\$ 55,000	0.00%
72210	399	Other Contracted Services -Safe Schools	\$ 20,000	4,147	\$ 15,853	20.73%
72210	399	Other Contracted Services (Misc)	\$ 20,000	14,533	\$ 5,467	72.67%
72210	432	Library Books Media	\$ 37,288	37,288	\$ -	100.00%
72210	471	Software Maintenance - Hapara	\$ -	62,855	\$ (62,855)	#DIV/0!
72210	471	Software Maintenance - Library Software	\$ 35,703	20,702	\$ 15,001	57.99%

JOHNSON CITY SCHOOLS						
Statement of Revenues, Expenditures, and Changes in Fund Balance						
For the Period Ended February 28, 2025						
						66.67%
			Amended Budget	Actual Amounts	Budget Amount Remaining	Percentage of Budget to Date
72210	471	Software Maintenance - Renaissance Learning Item Bank	\$ -	3,696	\$ (3,696)	#DIV/0!
72210	499	Other Supplies & Materials	\$ 10,000	5,652	\$ 4,348	56.52%
72210	499	Other Supplies & Materials - Special Budget Requests	\$ 1,000	87	\$ 913	8.73%
72210	499	Mclass Amplify Program (1-524)	\$ 26,000	23,880	\$ 2,120	91.85%
72210	499	Other Supplies & Materials-RC (1-030)	\$ 7,700	1,706	\$ 5,994	22.15%
72210	499	Other Supplies and Materials - Robotics Team (16-572)	\$ 5,000	-	\$ 5,000	0.00%
72210	499	Shoe Fund (1-520)	\$ 25,362	7,742	\$ 17,620	30.53%
72210	499	Centegix Supplies (964)	\$ 2,400	510	\$ 1,890	21.25%
72210	499	Homeless Donations (701)	\$ 11,132	10,226	\$ 906	91.86%
72210	499	Other Supplies & Materials - Safe Schools	\$ 2,000	4,522	\$ (2,522)	226.09%
72210	524	Teacher Leadership Academy (537)	\$ 44,500	34,298	\$ 10,202	77.07%
72210	524	In-service Staff Dev. System Wide/School Based	\$ 148,709	56,846	\$ 91,863	38.23%
72210	524	Staff Development - Safe Schools	\$ 55,000	32,359	\$ 22,641	58.83%
72210	524	Staff Development - Coordinated School Health	\$ 1,500	1,428	\$ 72	95.22%
72210	524	AP Staff Development (2-583)	\$ 10,000	-	\$ 10,000	0.00%
72210	599	Non Revenue Producing Sports \$30K (25/5)	\$ 85,270	29,567	\$ 55,703	34.67%
72210	599	Non Revenue Producing Sports - Reserved for Encumbrance	\$ 1,075	1,075	\$ 0	99.99%
72210	599	Other Charges - MS Competition Fees	\$ 3,000	1,080	\$ 1,920	36.00%
72210	599	Other Charges - Safe Schools	\$ 12,200	1,000	\$ 11,200	8.20%
72210	599	Other Charges	\$ 4,000	69	\$ 3,931	1.73%
72210	790	Non Revenue Producing Sports - Arts \$20K (15/5)	\$ 24,730	6,720	\$ 18,010	27.17%
72210	790	Other Equipment - Safe Schools	\$ 35,000	4,591	\$ 30,409	13.12%
72210	790	Safety - Radios (1-964) - Elementary	\$ 5,000	3,814	\$ 1,186	76.27%
72210	790	Other Equipment	\$ 5,000	-	\$ 5,000	0.00%
		Total Instruction Support	\$ 5,248,809	\$ 3,451,798	\$ 1,797,011	65.76%
		ALTERNATIVE INSTRUCTIONAL SUPPORT				
72215	161	Secretaries	\$ 40,800	25,014	\$ 15,786	61.31%
72215	201	Social Security	\$ 2,489	1,301	\$ 1,188	52.28%
72215	204	Retirement	\$ 3,089	1,894	\$ 1,195	61.30%
72215	206	Life Insurance	\$ 98	53	\$ 45	54.11%
72215	207	Medical Insurance	\$ 14,066	9,570	\$ 4,496	68.04%
72215	208	Dental Insurance	\$ 145	286	\$ (141)	197.32%
72215	212	Medicare	\$ 592	304	\$ 288	51.41%
72215	217	Retirement - Hybrid Stabilization	\$ 583	374	\$ 209	64.10%
72215	435	Office Supplies	\$ 2,431	2,431	\$ -	100.00%
72215	524	In-Service/Staff Development	\$ 2,000	711	\$ 1,289	35.55%
		Total Alternative Instruction Support	\$ 66,293	\$ 41,939	\$ 24,354	63.26%
		SPECIAL EDUCATION SUPPORT				
72220	105	Administration	\$ 114,651	76,934	\$ 37,717	67.10%
72220	124	Psychological Personnel	\$ 79,890	50,840	\$ 29,050	63.64%
72220	131	Physical Therapist	\$ 219,326	177,649	\$ 41,677	81.00%
72220	135	Diagnosticians	\$ 369,332	72,819	\$ 296,513	19.72%
72220	161	Secretary	\$ 111,180	73,335	\$ 37,845	65.96%
72220	189	Other Salaries & Wages	\$ 54,898	34,903	\$ 19,995	63.58%
72220	201	Social Security	\$ 57,906	28,304	\$ 29,602	48.88%
72220	204	Retirement	\$ 54,558	40,533	\$ 14,025	74.29%
72220	206	Life Insurance	\$ 2,278	935	\$ 1,343	41.04%
72220	207	Medical Insurance	\$ 88,770	68,288	\$ 20,482	76.93%
72220	208	Dental Insurance	\$ 2,424	1,930	\$ 494	79.62%
72220	212	Medicare	\$ 13,765	6,619	\$ 7,146	48.09%
72220	217	Retirement-Hybrid Stabilization	\$ 4,701	2,699	\$ 2,002	57.40%
72220	312	Contracts with Private Agencies	\$ 29,969	50,991	\$ (21,022)	170.15%
72220	322	Testing Materials	\$ 5,000	3,926	\$ 1,074	78.52%
72220	336	Maintenance & Repair Services - Equipment	\$ 1,300	1,409	\$ (109)	108.38%
72220	355	Travel	\$ 6,000	3,392	\$ 2,608	56.53%
72220	499	Other Supplies & Materials	\$ 2,000	1,878	\$ 122	93.88%

JOHNSON CITY SCHOOLS						
Statement of Revenues, Expenditures, and Changes in Fund Balance						
For the Period Ended February 28, 2025						
						66.67%
			Amended	Actual	Budget Amount	Percentage
			Budget	Amounts	Remaining	of Budget to Date
72220	524	In Service/Staff Development	\$ 4,000	1,681	\$ 2,319	42.02%
72220	725	Special Education Equipment	\$ -	1,215	-1214.78	#DIV/0!
		Total Special Education Support	\$ 1,221,948	\$ 700,278	\$ 521,670	57.31%
		VOCATIONAL INSTRUCTION SUPPORT				
72230	105	Administration	\$ 130,218	85,249	\$ 44,969	65.47%
72230	117	Career Ladder	\$ 3,000	1,500	\$ 1,500	50.00%
72230	161	Secretary	\$ 39,780	24,278	\$ 15,502	61.03%
72230	201	Social Security	\$ 10,553	6,524	\$ 4,029	61.82%
72230	204	Retirement	\$ 11,484	7,355	\$ 4,129	64.05%
72230	206	Life Insurance	\$ 415	237	\$ 178	57.09%
72230	207	Medical Insurance	\$ 21,012	13,826	\$ 7,186	65.80%
72230	208	Dental Insurance	\$ 558	368	\$ 190	65.94%
72230	212	Medicare	\$ 2,508	1,526	\$ 982	60.83%
72230	217	Retirement - Hybrid Stabilization	\$ 569	362	\$ 207	63.69%
72230	355	Travel	\$ 162	423	\$ (261)	260.93%
72230	399	Other Contracted Services	\$ 41,000	23,750	\$ 17,250	57.93%
72230	435	Office Supplies	\$ 162	162	\$ -	100.00%
72230	499	Print Shop Enterprise Account	\$ 10,000	-	\$ 10,000	0.00%
72230	499	Other Supplies & Materials PRINT SHOP	\$ 100,000	79,485	\$ 20,515	79.48%
72230	524	In-Service/Staff Development	\$ -	476	\$ (476)	#DIV/0!
		Total Vocational Instruction Support	\$ 371,421	\$ 245,519	\$ 80,933	66.10%
		TECHNOLOGY				
72250	105	Administration	\$ 105,902	70,589	\$ 35,313	66.65%
72250	121	Technicians	\$ 1,094,737	721,434	\$ 373,303	65.90%
72250	201	Social Security	\$ 73,239	45,501	\$ 27,738	62.13%
72250	204	Retirement	\$ 159,408	102,538	\$ 56,870	64.32%
72250	206	Life Insurance	\$ 2,882	1,605	\$ 1,277	55.69%
72250	207	Medical Insurance	\$ 174,004	118,672	\$ 55,332	68.20%
72250	208	Dental Insurance	\$ 5,809	3,652	\$ 2,157	62.87%
72250	211	Local Retirement	\$ -	5,301	\$ (5,301)	#DIV/0!
72250	212	Medicare	\$ 17,409	10,641	\$ 6,768	61.12%
72250	217	Retirement - Hybrid Stabilization	\$ 7,528	4,587	\$ 2,941	60.93%
72250	307	Technology Communications	\$ 6,300	2,533	\$ 3,767	40.21%
72250	320	Dues and Memberships	\$ 900	567	\$ 333	62.99%
72250	336	Maintenance and Repair Services	\$ -	360	\$ (360)	#DIV/0!
72250	350	Other Charges-Internet/ENA	\$ 235,000	70,902	\$ 164,098	30.17%
72250	355	Travel Technology	\$ 3,000	95	\$ 2,905	3.16%
72250	399	Contracted Services	\$ 26,573	13,048	\$ 13,525	49.10%
72250	411	Data Processing Supplies	\$ 11,500	1,223	\$ 10,277	10.64%
72250	435	Office Supplies Technology	\$ 1,700	828	\$ 872	48.73%
72250	471	Software Maintenance - Content Filter	\$ 26,000	-	\$ 26,000	0.00%
72250	471	Software Maintenance - Endpoint Protection - Trend	\$ 60,000	-	\$ 60,000	0.00%
72250	471	Subscription Renewal - School Messenger	\$ 14,000	-	\$ 14,000	0.00%
72250	471	Software Maintenance - Jatheon/Email Archive	\$ 5,000	-	\$ 5,000	0.00%
72250	471	Software Maintenance - KnowBe4	\$ 24,000	7,352	\$ 16,648	30.63%
72250	471	Software Maintenance - TeamViewer	\$ 11,000	-	\$ 11,000	0.00%
72250	471	Software Maintenance - VXRail	\$ 26,000	-	\$ 26,000	0.00%
72250	471	Software Maintenance - Microsoft EES - OS and Office L	\$ 39,000	43,662	\$ (4,662)	111.95%
72250	471	Software Maintenance - Cisco Smartnet	\$ 20,000	7,737	\$ 12,263	38.68%
72250	471	Software Maintenance - Veeam	\$ 6,200	6,270	\$ (70)	101.13%
72250	471	Software Maintenance - Help Desk	\$ 25,000	26,587	\$ (1,587)	106.35%
72250	471	Software Maintenance - VMWare	\$ 12,000	-	\$ 12,000	0.00%
72250	471	Software Maintenance - MDM - Apple Devices Mosyle	\$ 15,000	-	\$ 15,000	0.00%
72250	471	Software Maintenance - SonicWall - Firewall	\$ 10,000	6,445	\$ 3,555	64.45%
72250	471	Software Maintenance - KACE	\$ 1,500	-	\$ 1,500	0.00%

JOHNSON CITY SCHOOLS						
Statement of Revenues, Expenditures, and Changes in Fund Balance						
For the Period Ended February 28, 2025						
						66.67%
			Amended	Actual	Budget Amount	Percentage
			Budget	Amounts	Remaining	of Budget to Date
72250	471	Software Maintenance - Identity Automation Rapid	\$ 58,000	-	\$ 58,000	0.00%
72250	471	Software Maintenance - Tipping Point	\$ 93,000	92,520	\$ 480	99.48%
72250	471	Software Hosting Services	\$ 16,000	19,345	\$ (3,345)	120.91%
72250	471	Software Maintenance - Aruba Clearpass	\$ 9,000	14,461	\$ (5,461)	160.68%
72250	471	Software Maintenance - Badgepass	\$ 10,000	-	\$ 10,000	0.00%
72250	471	Software Maintenance -Firewall Upgrade	\$ 6,445	-	\$ 6,445	0.00%
72250	471	Software Maintenance - Other	\$ 5,000	1,339	\$ 3,661	26.78%
72250	499	Other Supplies & Materials Technology	\$ 10,500	3,488	\$ 7,012	33.22%
72250	524	In-service Staff Development - Technology	\$ 10,000	2,699	\$ 7,301	26.99%
72250	614	Principal - Subscription Based Information Tech Agreemen	\$ 8,834	32,168	\$ (23,334)	364.14%
72250	615	Interest - Subscription Based Information Tech Agreemen	\$ -	665	\$ (665)	#DIV/0!
72250	709	Data Processing Equipment - Firewall Upgrade	\$ 82,717	82,717	\$ -	100.00%
72250	709	Data Processing Equipment Technology	\$ 10,000	837	\$ 9,163	8.37%
		Total Technology	\$ 2,540,087	\$ 1,522,366	\$ 1,017,721	59.93%
		BOARD OF EDUCATION				
72310	206	Life Insurance	\$ 420	239	\$ 182	56.79%
72310	207	Medical Insurance	\$ 28,000	18,808	\$ 9,192	67.17%
72310	208	Dental Insurance	\$ -	92	\$ (92)	#DIV/0!
72310	305	Audit Service	\$ 20,000	20,800	\$ (800)	104.00%
72310	320	Dues and Memberships	\$ 14,000	8,698	\$ 5,302	62.13%
72310	331	Legal Services	\$ 10,000	33,810	\$ (23,810)	338.10%
72310	355	Travel	\$ 2,000	-	\$ 2,000	0.00%
72310	399	Other Contracted Services	\$ 10,000	7,250	\$ 2,750	72.50%
72310	499	Other Supplies & Materials	\$ 2,000	1,326	\$ 674	66.28%
72310	506	Liability Insurance	\$ 76,115	-	\$ 76,115	0.00%
72310	506	*Athletic Liability Insurance	\$ 40,000	40,942	\$ (942)	102.36%
72310	508	Corporate Surety Bonds	\$ 150	144	\$ 6	96.00%
72310	510	Trustee's Commission	\$ 500,000	313,251	\$ 186,749	62.65%
72310	513	Workman's Compensation Insurance	\$ 562,484	-	\$ 562,484	0.00%
72310	524	In-service Staff Development	\$ 25,500	20,184	\$ 5,316	79.15%
72310	599	Other Charges	\$ 30,000	15,970	\$ 14,030	53.23%
72310	599	Athletics/Band Travel	\$ 80,000	34,841	\$ 45,159	43.55%
		Total Board of Education	\$ 1,400,669	\$ 516,354	\$ 884,315	36.86%
		Superintendent				
72320	101	Superintendent	\$ 188,700	147,411	\$ 41,289	78.12%
72320	117	Career Ladder	\$ -	-	\$ -	#DIV/0!
72320	161	Secretary	\$ 55,080	36,181	\$ 18,899	65.69%
72320	201	Social Security	\$ 16,359	9,406	\$ 6,953	57.50%
72320	204	Retirement	\$ 17,697	11,554	\$ 6,143	65.29%
72320	206	Life Insurance	\$ 585	332	\$ 253	56.70%
72320	207	Medical Insurance	\$ 32,049	20,361	\$ 11,688	63.53%
72320	208	Dental Insurance	\$ 820	523	\$ 297	63.79%
72320	212	Medicare	\$ 3,883	2,741	\$ 1,142	70.59%
72320	217	Retirement - Hybrid Stabilization	\$ 788	520	\$ 268	65.98%
72320	299	Other Fringe Benefits	\$ 12,000	7,000	\$ 5,000	58.33%
72320	306	Bank Charges	\$ 5,000	-	\$ 5,000	0.00%
72320	307	Communications	\$ 60,000	30,448	\$ 29,552	50.75%
72320	320	Dues & Memberships	\$ 12,000	10,248	\$ 1,752	85.40%
72320	348	Postal Charges	\$ 10,000	5,585	\$ 4,415	55.85%
72320	355	Travel	\$ 1,000	-	\$ 1,000	0.00%
72320	399	Other Contracted Services	\$ 21,200	10,092	\$ 11,108	47.60%
72320	435	Office Supplies	\$ 7,000	3,562	\$ 3,438	50.88%
72320	499	Other Supplies and Materials	\$ -	331	\$ (331)	#DIV/0!
72320	524	Staff Development - Leadership Program	\$ 11,000	3,400	\$ 7,600	30.91%

JOHNSON CITY SCHOOLS						
Statement of Revenues, Expenditures, and Changes in Fund Balance						
For the Period Ended February 28, 2025						
						66.67%
			Amended Budget	Actual Amounts	Budget Amount Remaining	Percentage of Budget to Date
72320	599	Other Charges	\$ 13,000	700	\$ 12,300	5.38%
72320	701	Administrative Equipment	\$ 2,000	1,334	\$ 666	66.70%
		Total Director of Schools	\$ 470,161	\$ 301,728	\$ 168,433	64.18%
		OFFICE OF THE PRINCIPAL				
72410	104	Principals	\$ 1,313,723	870,671	\$ 443,052	66.28%
72410	117	Career Ladder	\$ 1,000	1,000	\$ -	100.00%
72410	119	Bookkeepers	\$ 499,800	321,022	\$ 178,778	64.23%
72410	139	Assistant Principals	\$ 2,043,844	1,343,055	\$ 700,789	65.71%
72410	161	Secretary	\$ 1,113,840	735,821	\$ 378,019	66.06%
72410	189	Data Processing Personnel	\$ 71,849	47,899	\$ 23,950	66.67%
72410	201	Social Security	\$ 307,564	195,305	\$ 112,259	63.50%
72410	204	Retirement	\$ 382,643	243,803	\$ 138,841	63.72%
72410	206	Life Insurance	\$ 12,093	6,867	\$ 5,226	56.78%
72410	207	Medical Insurance	\$ 576,610	372,845	\$ 203,765	64.66%
72410	208	Dental Insurance	\$ 16,028	11,386	\$ 4,642	71.04%
72410	211	Local Retirement	\$ 11,138	8,147	\$ 2,991	73.15%
72410	212	Medicare	\$ 73,139	45,744	\$ 27,395	62.54%
72410	217	Retirement - Hybrid Stabilization	\$ 205,143	12,510	\$ 192,633	6.10%
72410	307	Communication	\$ 80,000	51,236	\$ 28,764	64.04%
72410	320	Dues & Memberships	\$ 1,250	1,250	\$ -	100.00%
72410	348	Postal Charges	\$ 6,414	6,445	\$ (31)	100.49%
72410	355	Travel	\$ 2,682	2,682	\$ -	100.00%
72410	435	Office Supplies	\$ 6,537	6,537	\$ -	100.00%
72410	524	In-service/Staff Development	\$ 912	-	\$ 912	0.00%
72410	701	Administrative Equipment	\$ -	4,928	\$ (4,928)	#DIV/0!
		Total Office of the Principal	\$ 6,726,209	\$ 4,289,153	\$ 2,437,056	63.77%
		FISCAL SERVICES				
72510	105	Administration	\$ 119,260	79,499	\$ 39,761	66.66%
72510	119	Bookkeepers	\$ 321,577	214,135	\$ 107,442	66.59%
72510	201	Social Security	\$ 26,889	17,194	\$ 9,695	63.94%
72510	204	Retirement	\$ 61,569	40,744	\$ 20,825	66.18%
72510	206	Life Insurance	\$ 1,058	624	\$ 434	58.94%
72510	207	Medical Insurance	\$ 48,723	29,429	\$ 19,294	60.40%
72510	208	Dental Insurance	\$ 1,250	850	\$ 400	68.02%
72510	211	Local Retirement	\$ 4,243	2,801	\$ 1,442	66.01%
72510	212	Medicare	\$ 6,392	4,022	\$ 2,370	62.92%
72510	217	Retirement - Hybrid Stabilization	\$ 27,677	1,333	\$ 26,344	4.82%
72510	320	Dues & Memberships	\$ 1,500	500	\$ 1,000	33.33%
72510	355	Travel	\$ 100	-	\$ 100	0.00%
72510	399	Other Contracted Services	\$ 50,000	1,271	\$ 48,729	2.54%
72510	411	Data Processing Supplies	\$ 4,500	3,020	\$ 1,480	67.12%
72510	435	Office Supplies	\$ 4,000	819	\$ 3,181	20.47%
72510	499	Other Supplies and Materials	\$ 2,400	1,641	\$ 759	68.36%
72510	524	Staff Development	\$ 5,000	3,700	\$ 1,300	74.00%
72510	599	Other Charges	\$ 250	10	\$ 240	4.00%
72510	701	Administrative Equipment	\$ 3,000	-	\$ 3,000	0.00%
		Total Fiscal Services	\$ 689,388	\$ 401,593	\$ 287,795	58.25%
		HUMAN RESOURCES				
72520	105	Supervisor/Director	\$ 88,018	58,998	\$ 29,020	67.03%
72520	161	Secretary	\$ 145,413	91,822	\$ 53,591	63.15%
72520	201	Social Security	\$ 14,239	8,732	\$ 5,507	61.33%
72520	204	State Retirement	\$ 26,093	17,032	\$ 9,061	65.27%

JOHNSON CITY SCHOOLS						
Statement of Revenues, Expenditures, and Changes in Fund Balance						
For the Period Ended February 28, 2025						
						66.67%
			Amended Budget	Actual Amounts	Budget Amount Remaining	Percentage of Budget to Date
72520	206	Life Insurance	\$ 560	210	\$ 350	37.51%
72520	207	Medical Insurance	\$ 32,358	21,252	\$ 11,106	65.68%
72520	208	Dental Insurance	\$ 820	664	\$ 156	80.96%
72520	212	Medicare	\$ 3,385	2,042	\$ 1,343	60.33%
72520	217	Retirement - Hybrid Stabilization	\$ 2,374	1,535	\$ 839	64.65%
72520	320	Dues and Memberships	\$ 600	50	\$ 550	8.33%
72520	355	Travel	\$ 1,000	-	\$ 1,000	0.00%
72520	399	Other Contracted Services	\$ 300	4,345	\$ (4,045)	1448.20%
72520	435	Office Supplies	\$ 1,000	1,540	\$ (540)	153.97%
72520	499	Other Supplies	\$ 1,400	1,400	\$ 0	99.97%
72520	524	Staff Development	\$ 1,250	3,600	\$ (2,350)	288.02%
72520	701	Administrative Equipment	\$ 1,250	-	\$ 1,250	0.00%
		Total Human Resources	\$ 320,060	\$ 213,222	\$ 106,838	66.62%
		OPERATION OF PLANT				
72610	160	Guards	\$ 209,610	105,347	\$ 104,263	50.26%
72610	166	Custodial Personnel	\$ 2,032,860	1,242,106	\$ 790,754	61.10%
72610	166	Summer Worker (510)	\$ 16,320	-	\$ 16,320	0.00%
72610	166	Custodian Overtime	\$ 6,000	11,897	\$ (5,897)	198.28%
72610	201	Social Security	\$ 138,152	78,138	\$ 60,014	56.56%
72610	204	Retirement	\$ 218,454	134,455	\$ 83,999	61.55%
72610	206	Life Insurance	\$ 5,435	2,308	\$ 3,127	42.46%
72610	207	Medical Insurance	\$ 310,014	204,205	\$ 105,809	65.87%
72610	208	Dental Insurance	\$ 9,100	6,070	\$ 3,030	66.71%
72610	211	Local Retirement	\$ 11,550	10,077	\$ 1,473	87.24%
72610	212	Medicare	\$ 32,839	18,306	\$ 14,533	55.74%
72610	217	Retirement - Hybrid Stabilization	\$ 17,824	9,895	\$ 7,929	55.52%
72610	359	Disposal Fees	\$ 130,000	75,977	\$ 54,023	58.44%
72610	399	Other Contracted Services	\$ -	67,035	\$ (67,035)	#DIV/0!
72610	410	Custodial Supplies	\$ 150,000	123,640	\$ 26,361	82.43%
72610	415	Electricity	\$ 1,900,000	1,170,388	\$ 729,612	61.60%
72610	434	Natural Gas	\$ 275,000	124,790	\$ 150,210	45.38%
72610	454	Water & Sewer	\$ 300,000	208,160	\$ 91,840	69.39%
72610	499	Other Supplies & Materials	\$ 5,000	14,976	\$ (9,976)	299.52%
72610	720	Plant Operating Equipment	\$ 5,000	-	\$ 5,000	0.00%
		Total Operation of Plant	\$ 5,773,158	\$ 3,607,768	\$ 2,165,390	62.49%
		MAINTENANCE OF PLANT				
72620	105	Administration	\$ 92,079	61,371	\$ 30,708	66.65%
72620	161	Secretary	\$ 46,920	30,235	\$ 16,685	64.44%
72620	167	Maintenance Personnel	\$ 1,183,680	716,002	\$ 467,678	60.49%
72620	201	Social Security	\$ 80,683	45,424	\$ 35,259	56.30%
72620	204	Retirement	\$ 193,574	117,553	\$ 76,021	60.73%
72620	206	Life Insurance	\$ 3,174	1,622	\$ 1,552	51.11%
72620	207	Medical Insurance	\$ 206,400	143,833	\$ 62,567	69.69%
72620	208	Dental Insurance	\$ 6,393	3,857	\$ 2,536	60.33%
72620	211	Local Retirement	\$ 4,120	2,888	\$ 1,232	70.11%
72620	212	Medicare	\$ 19,179	10,623	\$ 8,556	55.39%
72620	217	Retirement - Hybrid Stabilization	\$ 6,128	4,277	\$ 1,851	69.79%
72620	307	Communications	\$ 12,000	3,750	\$ 8,250	31.25%
72620	336	Maint & Repair Service - Equipment	\$ 7,500	5,893	\$ 1,607	78.57%
72620	399	Other Contracted Services	\$ 115,000	48,659	\$ 66,341	42.31%
72620	399	ESG M&V Services	\$ 17,000	-	\$ 17,000	0.00%
72620	399	Other Contracted Svcs - Rsvrd for Encmbrnc	\$ 23,470	15,162	\$ 8,308	64.60%
72620	499	Other Supplies & Materials	\$ 245,000	190,185	\$ 54,815	77.63%
72620	499	Other Supplies & Materials - Rsvrd for Encumbrances	\$ 5,013	-	\$ 5,013	0.00%

JOHNSON CITY SCHOOLS						
Statement of Revenues, Expenditures, and Changes in Fund Balance						
For the Period Ended February 28, 2025						
						66.67%
			Amended Budget	Actual Amounts	Budget Amount Remaining	Percentage of Budget to Date
72620	599	Other Charges-In-service/Staff Development.	\$ 3,000	-	\$ 3,000	0.00%
		Total Maintenance of Plant	\$ 2,270,313	\$ 1,401,334	\$ 868,979	61.72%
		TRANSPORTATION				
72710	189	Other Salaries & Wages - Bus Assistants	\$ 38,600	8,760	\$ 29,840	22.69%
72710	201	Social Security	\$ 2,393	509	\$ 1,884	21.27%
72710	204	Retirement	\$ 4,270	577	\$ 3,693	13.51%
72710	211	Local Retirement	\$ 300	-	\$ 300	0.00%
72710	212	Medicare	\$ 560	119	\$ 441	21.25%
72710	217	Retirement - Hybrid Stabilization	\$ -	23	\$ (23)	#DIV/0!
72710	312	Special Education Transportation	\$ 2,000	200	\$ 1,800	10.00%
72710	314	Contracts w/Public Carrier	\$ 3,043,431	-	\$ 3,043,431	0.00%
72710	338	Maint & Repair Service	\$ 15,000	10,883	\$ 4,117	72.55%
72710	355	Travel	\$ -	3,193	\$ (3,193)	#DIV/0!
72710	399	Other Contracted Services	\$ -	3,443	\$ (3,443)	#DIV/0!
72710	425	Gasoline	\$ 51,000	25,840	\$ 25,160	50.67%
72710	450	Tires & Tubes	\$ 5,000	-	\$ 5,000	0.00%
72710	453	Vehicle Parts	\$ 9,000	5,952	\$ 3,048	66.13%
72710	729	Transportation Equipment	\$ 120,000	-	\$ 120,000	0.00%
		Total Transportation	\$ 3,291,554	\$ 59,498	\$ 3,232,056	1.81%
		PUBLIC RELATIONS				
72810	189	Other Salaries and Wages	\$ 73,943	55,426	\$ 18,517	74.96%
72810	201	Social Security	\$ 4,511	3,080	\$ 1,431	68.27%
72810	204	Retirement	\$ 5,597	4,196	\$ 1,401	74.96%
72810	206	Life Insurance	\$ 177	114	\$ 63	64.51%
72810	207	Medical Insurance	\$ 16,031	10,524	\$ 5,507	65.65%
72810	208	Dental Insurance	\$ 410	270	\$ 140	65.76%
72810	212	Medicare	\$ 1,072	720	\$ 352	67.19%
72810	217	Retirement - Hybrid Stabilization	\$ 1,057	768	\$ 289	72.64%
72810	355	Travel Public Relations	\$ 2,000	-	\$ 2,000	0.00%
72810	399	Contracted Services Public Relations	\$ 11,000	15,097	\$ (4,097)	137.24%
72810	435	Office Supplies Public Relations	\$ 1,500	-	\$ 1,500	0.00%
72810	499	Other Supplies & Materials-Public Relations	\$ 4,200	2,476	\$ 1,724	58.95%
72810	524	In-service Staff Development - Public Relations	\$ 4,200	1,864	\$ 2,336	44.38%
72810	599	Other Charges Public Relations	\$ 2,000	1,288	\$ 713	64.38%
72810	709	Data Processing Equipment Public Relations	\$ 3,000	5,299	\$ (2,299)	176.63%
		Total Public Relations	\$ 130,698	\$ 101,120	\$ 29,578	77.37%
		COMMUNITY SERVICE				
73300	105	Supervisor/Director	\$ 343,200	226,264	\$ 116,936	65.93%
73300	189	Other Salaries and Wages	\$ 730,000	497,425	\$ 232,575	68.14%
73300	201	Social Security	\$ 67,340	42,722	\$ 24,618	63.44%
73300	204	Retirement	\$ 16,500	10,064	\$ 6,436	60.99%
73300	206	Life Insurance	\$ 6,300	217	\$ 6,083	3.44%
73300	207	Medical Insurance	\$ 38,500	19,482	\$ 19,018	50.60%
73300	208	Dental Insurance	\$ 3,300	647	\$ 2,653	19.60%
73300	211	Local Retirement	\$ 4,300	63	\$ 4,237	1.47%
73300	212	Medicare	\$ 16,043	10,345	\$ 5,698	64.49%
73300	217	Hybrid Stabilization	\$ 1,000	1,567	\$ (567)	156.75%
73300	307	Communications	\$ 2,350	1,195	\$ 1,155	50.87%
73300	355	Travel	\$ 2,700	-	\$ 2,700	0.00%
73300	399	Other Contracted Services	\$ 5,900	1,878	\$ 4,022	31.83%
73300	422	Food Supplies	\$ 49,699	12,279	\$ 37,420	24.71%
73300	429	Instructional Supplies and Materials	\$ -	181	\$ (181)	#DIV/0!

JOHNSON CITY SCHOOLS						
Statement of Revenues, Expenditures, and Changes in Fund Balance						
For the Period Ended February 28, 2025						
						66.67%
			Amended Budget	Actual Amounts	Budget Amount Remaining	Percentage of Budget to Date
73300	499	Other Supplies	\$ 49,100	26,564	\$ 22,536	54.10%
73300	509	Refunds	\$ 1,550	1,039	\$ 511	67.02%
73300	524	Staff Development	\$ 4,350	-	\$ 4,350	0.00%
73300	599	Other Charges	\$ 19,500	8,123	\$ 11,377	41.66%
73300	790	Other Equipment	\$ 5,000	1,962	\$ 3,038	39.24%
		Total Community Services	\$ 1,366,632	\$ 862,017	\$ 504,615	63.08%
		EARLY CHILDHOOD EDUCATION				
73400	105	Supervisor/Director	\$ 50,000	29,041	\$ 20,959	58.08%
73400	116	Teachers	\$ 184,643	93,634	\$ 91,009	50.71%
73400	163	Educational Assistants	\$ 39,890	23,473	\$ 16,417	58.84%
73400	189	Other Salaries & Wages	\$ 190,000	115,784	\$ 74,216	60.94%
73400	201	Social Security	\$ 28,136	15,903	\$ 12,233	56.52%
73400	204	Retirement	\$ 14,699	7,382	\$ 7,317	50.22%
73400	206	Life Insurance	\$ 443	444	\$ (1)	100.24%
73400	207	Medical Insurance	\$ 12,000	13,022	\$ (1,022)	108.52%
73400	208	Dental Insurance	\$ 410	288	\$ 122	70.31%
73400	211	Local Retirement	\$ -	-	\$ -	#DIV/0!
73400	212	Medicare	\$ 12,231	3,719	\$ 8,512	30.41%
73400	217	Retirement - Hybrid Stabilization	\$ 1,939	1,017	\$ 922	52.46%
73400	307	Communications	\$ 100	28	\$ 72	28.00%
73400	399	Other Contracted Services	\$ 1,900	-	\$ 1,900	0.00%
73400	422	Food Supplies	\$ 2,500	998	\$ 1,502	39.91%
73400	429	Instructional Supplies	\$ -	1,036	\$ (1,036)	#DIV/0!
73400	499	Other Supplies & Materials	\$ 7,500	3,609	\$ 3,891	48.12%
73400	509	Refunds	\$ 700	-	\$ 700	0.00%
73400	524	Staff Development	\$ 2,000	-	\$ 2,000	0.00%
73400	599	Other Charges	\$ 3,000	286	\$ 2,714	9.52%
73400	790	Other Equipment	\$ 2,000	-	\$ 2,000	0.00%
		Total Early Childhood Education	\$ 554,091	\$ 309,663	\$ 244,428	55.89%
		CAPITAL OUTLAY				
76100	599	Summer Painting and Improvement (510)	\$ 10,000	-	\$ 10,000	0.00%
76100	599	Non-Capital Building Improvements	\$ 60,000	-	\$ 60,000	0.00%
76100	707	Building Improvements	\$ 190,000	17,460	\$ 172,540	9.19%
76100	707	Building Improvements - Special Budget Requests	\$ 727,759	245,385	\$ 482,374	33.72%
76100	707	Building Improvements - Reserved for Capital Outlay	\$ 270,810	-	\$ 270,810	0.00%
76100	707	Reserved for Encumbrances	\$ 597,949	352,360	\$ 245,589	58.93%
76100	799	Other Capital Outlay - Reserved for Encumbrances	\$ 1,150,856	570,894	\$ 579,962	49.61%
76100	799	Other Capital Outlay - Mountain View Track CSH	\$ 40,000	-	\$ 40,000	0.00%
76100	799	Other Capital Outlay - Special Budget Requests	\$ 188,000	-	\$ 188,000	0.00%
76100	799	Other Capital Outlay	\$ 28,000	12,536	\$ 15,464	44.77%
		Total Capital Outlay	\$ 3,263,374	\$ 1,198,636	\$ 2,064,738	36.73%
		DEBT SERVICE				
82130	601	Sales Tax Trust Fund	\$ 1,724,510	1,356,273	\$ 368,237	78.65%
82130	601	ESG Bond Principal Payments	\$ -	-	\$ -	#DIV/0!
82130	601	ESG Bond Principal Payments 2017 Issue	\$ 410,000	-	\$ 410,000	0.00%
82230	603	ESG Bond Interest Payments	\$ -	-	\$ -	#DIV/0!
82230	603	ESG Bond Interest Payments - 2017 Issue	\$ 139,400	70,455	\$ 68,945	50.54%
82230	699	ESG Bond Other Services/Fees Payments	\$ -	1,629	\$ (1,629)	#DIV/0!
		Total Debt Service	\$ 2,273,910	\$ 1,428,357	\$ 845,553	62.82%
		TRANSFERS				

JOHNSON CITY SCHOOLS							
Statement of Revenues, Expenditures, and Changes in Fund Balance							
For the Period Ended February 28, 2025							
						66.67%	
				Amended Budget	Actual Amounts	Budget Amount Remaining	Percentage of Budget to Date
99100	590	Operating Transfers (CSH, PREK, HOMELESS)	\$ 52,739	2,864	\$ 49,875	5.43%	
99100	590	Operating Transfer - SRO Overtime	\$ 10,000	2,348	\$ 7,652	23.48%	
Total Transfers			\$ 62,739	\$ 5,211	\$ 57,528	8.31%	
TOTAL EXPENDITURES			\$ 101,875,602	\$ 61,291,423	\$ 40,411,252	60.16%	
NET CHANGE IN FUND BALANCE			\$ (5,153,109)	\$ 4,152,484	\$ (9,089,181)		
NET CHANGE IN FUND BALANCE BREAKDOWN							
UNDESIGNATED							
		Textbooks	\$ 939,035	\$ 59,779	\$ 879,256		
		Encumbrances	\$ 1,818,678	\$ 979,807	\$ 838,871		
		Special Budget Requests	\$ 812,800	\$ 274,383	\$ 538,417		
		Capital	\$ 856,769	\$ 29,996	\$ 826,773		
		Local Extended Contracts	\$ 96,065	\$ -	\$ 96,065		
		Local Donations	\$ 16,857	\$ 10,226	\$ 6,631		
		Equipment	\$ 265,261	\$ 157,045	\$ 108,216		
		Professional Development	\$ 180,470	\$ 93,536	\$ 86,934		
Total Undesignated Fund Balance			\$ 4,985,935	\$ 1,604,770	\$ 3,381,165		
EDUCARE			\$ 167,174	\$ (28,361)	\$ 195,535		
Total Net Change in Fund Balance			\$ 5,153,109	\$ 1,576,409	\$ 3,576,700		

Acct	Acct	AMOUNT
A	Asset	
11130	CASH IN BANK	19,909,624.12
11131	FOOD SERVICE CASH	-16.03
11133	RETAINAGE ESCROW ACCOUNT	63,137.23
11200	INVENTORIES	54,107.94
11300	INVESTMENTS	1,189,657.06
11410	ACCOUNTS RECEIVABLE	49.25
11420	DUE FROM WASHINGTON CO GASB 33	19,417,284.00
11430	DUE FROM OTHER GOVERNMENTS	5,479,560.98
11440	DUE FROM OTHER FUNDS	134.84
11460	DUE FROM CITY GENERAL FUND	0.00
48610	DONATIONS	0.00
71100	REGULAR INSTRUCTION PROGRAM	0.00
-----	Asset	46,113,539.39
		=====
L	Liability	
21100	ACCOUNTS PAYABLE	-62,850.52
21200	ACCRUED PAYROLL	-2,779,226.94
21310	INCOME TAX WITHHELD AND UNPAID	0.00
21311	STATE INCOME TAX	0.00
21320	SOCIAL SECURITY TAX	-172,312.07
21325	EMPLOYEE MEDICARE DEDUCTION	-40,298.79
21330	RETIREMENT CONTRIBUTIONS	-193,023.79
21331	THE TRUST COMPANY	-1,952.44
21332	GREAT WEST DC PLAN	152.01
21340	FAMILY HEALTH INSURANCE	0.00
21341	MEDICAL INSURANCE	16,183.95
21342	SECTION 125	-103,041.88
21344	PAYROLL DEDUCTIONS	4,661.19
21345	JCEA	0.00
21346	NTA	0.00
21347	NAS INC	0.00
21348	DENTAL INSURANCE	23,774.47
21350	TAX SHELTER ANNUITIES	-555.00
21351	HEALTH SAVINGS ACCOUNT	555.00
21360	GARNISHMENTS AND LEVIES	0.00
21370	EXTENSION SERVICE PAYROLL DEDU	0.00
21390	OTHER PAYROLL DEDUCTIONS	-3,802.12
21410	CONSTRUCTION RETAINAGE PAYABLE	-7,996.32
21500	DUE TO OTHER FUNDS	-50.00
21518	DEFERRED REVENUE	-19,417,284.00
21520	DUE TO FOOD SERVICE	-595,749.73
21521	REVTRAK CLEARING ACCOUNT	-324.67
21540	DUE TO DEBT SERVICE FUND 1/4 C	-499,069.01
21555	DUE TO OTHER GOVERNMENTS	0.00
-----	Liability	-23,832,210.66
		=====

Acct	Acct	AMOUNT
Q	Equity	
34110	RESERVED FOR ENCUMBRANCES - CU	-1,842,485.05
34130	RESERVED FOR CHROMEBOOKS	-73,600.67
34141	RESERVED FOR SITE-BASED	0.00
34142	RESERVED FOR THE ARTS	0.00
34143	RESERVED FOR ADULT EDUCATION	0.00
34144	LOCAL EXTENDED CONTRACT	0.00
34145	RESERVED FOR BOILER - MAINTENA	0.00
34147	RESERVED FOR MAINTENANCE EQUIP	0.00
34150	RESERVED FOR INVENTORY	-62,083.62
34170	RESERVED FOR PROJECT SMILE	0.00
34179	LOCAL EXTENDED CONTRACTS	-96,064.98
34180	RESERVED FOR SUMMER SCHOOL	0.00
34181	RESERVED FOR LOCAL DONATIONS	-17,402.55
34379	RESERVED FOR EXTENDED CONTRACT	545.51
34380	RESERVED FOR CAREER LADDER PRO	4,395.78
34381	RESERVED FOR BEP CLASSROOM	0.00
34383	RESERVED FOR TECHNOLOGY	0.00
34384	RESERVED FOR TEXTBOOKS	-162,834.97
34385	RESERVED FOR STAFF DEVELOPMENT	0.00
34390	OTHER STATE EDUCATION RESERVES	0.00
34391	RESERVED FOR SUMMER YOUTH	0.00
34392	RESERVED FOR TECH CENTER AUCTI	0.00
34393	RESERVED FOR CAPITAL OUTLAY	-270,810.25
34394	RESERVE FOR HVAC	0.00
34395	RESERVE FOR SPECIAL BUDGET REQ	-812,800.00
34400	RESERVED FOR COMPENSATED ABSEN	-76,918.85
34450	RESERVED FOR GOLLONG	0.00
35110	DESIGNATED FOR 0.03 FUND BALAN	-2,808,843.11
35120	DESIGNATED FOR STIMULUS RECOVE	0.00
39000	UNDESIGNATED FUND BALANCE	-16,062,425.97
-----	Equity	-22,281,328.73
		=====
-----		0.00
	Grand Asset Totals	46,113,539.39
	Grand Liability Totals	-23,832,210.66
	Grand Equity Totals	-22,281,328.73
	Grand Totals	0.00

Number of Accounts: 445

***** End of report *****

Fnd Acct	Acct	AMENDED BUDGET	MONTH-TO-DATE COLLECTIONS	YEAR-TO-DATE COLLECTIONS	UNCOLLECTED REVENUES	PERCENT COLLECTED	
40000							
141	40110	CURRENT PROPERTY TAX	12,587,095.00	3,590,532.13	8,385,364.90	4,201,730.10	66.62%
141	40120	TRUSTEE'S COLLECTIONS - PRIOR	280,555.00	23,412.99	34,470.66	246,084.34	12.29%
141	40130	CIRCUIT CLERK/CLERK & MASTER C	100,000.00	1,528.63	40,470.12	59,529.88	40.47%
141	40140	INTEREST AND PENALTY	135,000.00	4,335.83	28,806.33	106,193.67	21.34%
141	40150	PICK-UP TAXES	5,500.00	278.48	282.06	5,217.94	5.13%
141	40162	PAYMENTS IN LIEU OF TAXES - LO	215,000.00	0.00	204,353.49	10,646.51	95.05%
141	40163	PAYMENTS IN LIEU OF TAXES - OT	18,000.00	0.00	11,457.30	6,542.70	63.65%
141	40210	LOCAL OPTION SALES TAX	20,285,391.00	1,787,176.00	13,961,243.49	6,324,147.51	68.82%
141	40270	BUSINESS TAX	517,000.00	14,681.53	195,932.81	321,067.19	37.90%
141	40275	MIXED DRINK TAX	3,500.00	2.99	78.11	3,421.89	2.23%
141	40320	BANK EXCISE TAX	95,000.00	0.00	0.00	95,000.00	0.00%
141	40350	INTERSTATE TELECOMMUNICATIONS	0.00	0.00	0.00	0.00	0.00%
141	40390	OTHER STATUTORY LOCAL TAXES	0.00	0.00	0.00	0.00	0.00%
141	40---		34,242,041.00	5,421,948.58	22,862,459.27	11,379,581.73	66.77%
41000							
141	41110	MARRIAGE LICENSE	1,700.00	123.77	1,130.54	569.46	66.50%
141	41---		1,700.00	123.77	1,130.54	569.46	66.50%
43000							
141	43511	TUITION - REGULAR DAY STUDENTS	250,000.00	24,086.95	195,814.08	54,185.92	78.33%
141	43512	TUITION - ADULT EDUCATION	0.00	0.00	0.00	0.00	0.00%
141	43513	TUITION - SUMMER SCHOOL	0.00	0.00	0.00	0.00	0.00%
141	43517	TUITION - ONLINE LEARNING	5,500.00	0.00	420.00	5,080.00	7.64%
141	43542	CNTRCT FOR INSTR SVCS W/LEA'S	0.00	0.00	0.00	0.00	0.00%
141	43581	COMMUNITY SERVICE FEES-CHILDRE	1,473,679.00	112,345.90	1,042,990.44	430,688.56	70.77%
141	43990	OTHER CHARGES FOR SERVICES	61,000.00	21,521.87	64,516.89	-3,516.89	105.77%
141	43---		1,790,179.00	157,954.72	1,303,741.41	486,437.59	72.83%
44000							
141	44110	INTEREST EARNED	0.00	0.00	0.00	0.00	0.00%
141	44120	LEASE / RENTALS	0.00	0.00	2,532.61	-2,532.61	0.00%
141	44146	E-RATE FUNDING	0.00	0.00	0.00	0.00	0.00%
141	44160	RETIRES' INSURANCE PAYMENTS	18,000.00	1,042.97	17,432.60	567.40	96.85%
141	44170	MISCELLANEOUS REFUNDS	0.00	8,104.29	20,394.30	-20,394.30	0.00%
141	44530	SALE OF EQUIPMENT	0.00	0.00	0.00	0.00	0.00%
141	44570	CONTRIBUTIONS	54,135.00	95,649.14	123,950.51	-69,815.51	228.97%
141	44990	OTHER LOCAL REVENUES	1,000.00	34.31	250.66	749.34	25.07%
141	44---		73,135.00	104,830.71	164,560.68	-91,425.68	225.01%

Fnd Acct	Acct	AMENDED BUDGET	MONTH-TO-DATE COLLECTIONS	YEAR-TO-DATE COLLECTIONS	UNCOLLECTED REVENUES	PERCENT COLLECTED
46000						
141	46510 TISA	45,733,085.00	4,786,951.55	33,179,208.82	12,553,876.18	72.55%
141	46511 BASIC EDUCATION PROGRAM	0.00	0.00	0.00	0.00	0.00%
141	46512 BEP ARRA	0.00	0.00	0.00	0.00	0.00%
141	46513 TISA ON-BEHALF PAYMENTS	0.00	0.00	0.00	0.00	0.00%
141	46530 ENGERY EFFICIENT SCHOOLS	0.00	0.00	0.00	0.00	0.00%
141	46550 DRIVER EDUCATION	11,000.00	0.00	0.00	11,000.00	0.00%
141	46590 OTHER STATE EDUCATION FUNDS	0.00	0.00	0.00	0.00	0.00%
141	46592 INTERNET CONNECTIVITY	0.00	0.00	0.00	0.00	0.00%
141	46596 PAID PARENTAL LEAVE	55,500.00	0.00	0.00	55,500.00	0.00%
141	46610 CAREER LADDER PROGRAM	70,686.00	0.00	37,646.45	33,039.55	53.26%
141	46612 EXTENDED CONTRACT	0.00	0.00	0.00	0.00	0.00%
141	46615 EXTENDED CONTRACT ARRA	0.00	0.00	0.00	0.00	0.00%
141	46690 TEST FEE	0.00	0.00	0.00	0.00	0.00%
141	46850 MIXED DRINK TAX	0.00	0.00	0.00	0.00	0.00%
141	46980 OTHER STATE GRANTS	0.00	0.00	0.00	0.00	0.00%
141	46990 OTHER STATE REVENUES	0.00	0.00	55,569.67	-55,569.67	0.00%
141	46---	45,870,271.00	4,786,951.55	33,272,424.94	12,597,846.06	72.54%
47000						
141	47143 EDUCATION OF THE HANDICAPPED A	0.00	0.00	43,483.86	-43,483.86	0.00%
141	47304 REMOTE TECHNOLOGY GRANT	0.00	0.00	0.00	0.00	0.00%
141	47590 OTHER FEDERAL THROUGH STATE	0.00	0.00	0.00	0.00	0.00%
141	47640 ROTC REIMBURSEMENT	75,000.00	6,879.79	44,947.96	30,052.04	59.93%
141	47---	75,000.00	6,879.79	88,431.82	-13,431.82	117.91%
48000						
141	48610 DONATIONS	0.00	0.00	1.36	-1.36	0.00%
141	48---	0.00	0.00	1.36	-1.36	0.00%
49000						
141	49800 OPERATING TRANSFERS	0.00	0.00	0.00	0.00	0.00%
141	49810 CITY GENERAL FUND TRANSFER	14,670,167.00	968,894.67	7,751,157.36	6,919,009.64	52.84%
141	49---	14,670,167.00	968,894.67	7,751,157.36	6,919,009.64	52.84%
Grand Revenue Totals		96,722,493.00	11,447,583.79	65,443,907.38	31,278,585.62	67.66%

Number of Accounts: 186

Fnd Acct	Acct	AMENDED BUDGET AMOUNT	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	OUTSTANDING ENCUMBRANCES	2024-25 FYTD Unencumbered Bal	Percent of Budget Remaining	
141	71100	REGULAR INSTRUCTION PROGRAM	49,167,730.45	4,346,303.55	31,366,141.94	59,434.73	17,742,153.78	36.08
141	71150	ALTERNATIVE INSTRUCTION PROGRA	1,520,074.00	134,857.74	959,899.06	0.00	560,174.94	36.85
141	71200	SPECIAL EDUCATION PROGRAM	5,682,303.00	571,191.24	3,681,374.05	5,780.70	1,995,148.25	35.11
141	71300	VOCATION EDUCATION PROGRAM	2,429,958.00	214,230.51	1,540,200.34	2,276.98	887,480.68	36.52
141	71600	ADULT EDUCATION PROGRAM	0.00	0.00	0.00	0.00	0.00	0.00
141	72110	ATTENDANCE	388,696.00	31,054.46	260,735.35	0.00	127,960.65	32.92
141	72120	HEALTH SERVICES	1,110,766.00	90,631.15	655,820.25	19,051.00	435,894.75	39.24
141	72130	OTHER STUDENT SUPPORT	3,534,561.00	301,463.58	2,169,697.97	0.00	1,364,863.03	38.61
141	72210	REGULAR INSTRUCTION PROGRAM	5,248,808.58	419,493.79	3,451,797.68	55,213.28	1,741,797.62	33.18
141	72215	ALTERNATIVE INSTRUCTION PROGRA	66,293.00	6,700.47	41,938.65	0.00	24,354.35	36.74
141	72220	SPECIAL EDUCATION PROGRAM	1,221,948.00	98,047.61	700,277.92	2,620.57	519,049.51	42.48
141	72230	VOCATION EDUCATION PROGRAM	371,421.00	36,096.83	245,519.40	18,109.90	107,791.70	29.02
141	72250	TECHNOLOGY	2,540,086.50	154,671.29	1,522,365.67	79,780.96	937,939.87	36.93
141	72260	ADULT PROGRAMS	0.00	0.00	0.00	0.00	0.00	0.00
141	72310	BOARD OF EDUCATION	1,400,669.00	112,094.76	516,354.39	6,954.55	877,360.06	62.64
141	72320	OFFICE OF THE SUPERINTENDENT	470,161.00	57,861.02	301,727.74	1,368.01	167,065.25	35.53
141	72410	OFFICE OF THE PRINCIPAL	6,726,209.00	557,494.41	4,289,153.21	0.00	2,437,055.79	36.23
141	72510	FISCAL SERVICES	689,387.54	50,351.82	401,592.78	3,389.20	284,405.56	41.25
141	72520	HUMAN RESOURCES	320,059.53	27,159.24	213,221.60	0.00	106,837.93	33.38
141	72610	OPERATION OF PLANT	5,773,158.00	555,201.49	3,607,767.66	0.00	2,165,390.34	37.51
141	72620	MAINTENANCE OF PLANT	2,270,313.28	182,598.93	1,401,333.55	64,697.62	804,282.11	35.43
141	72710	TRANSPORTATION	3,291,554.00	12,550.98	59,498.37	4,554.48	3,227,501.15	98.05
141	72810	CENTRAL AND OTHER	130,698.00	9,812.26	101,119.66	1,094.00	28,484.34	21.79
141	73300	COMMUNITY SERVICES	1,366,632.00	118,260.29	862,017.44	14,152.64	490,461.92	35.89
141	73400	EARLY CHILDHOOD EDUCATION	554,091.00	52,173.16	309,663.46	2,026.22	242,401.32	43.75
141	76100	REGULAR CAPITAL OUTLAY	3,263,374.16	107,752.43	1,198,636.07	776,752.85	1,287,985.24	39.47
141	82130	PRINCIPAL	2,134,510.00	175,331.45	1,356,273.47	0.00	778,236.53	36.46
141	82230	INTEREST	139,400.00	341.79	72,083.67	0.00	67,316.33	48.29
141	99100	TRANSFERS TO OTHER FUNDS	62,739.00	0.00	5,211.35	0.00	57,527.65	91.69
Grand Expense Totals		101,875,601.04	8,423,726.25	61,291,422.70	1,117,257.69	39,466,920.65	38.74	

Number of Accounts: 6519

***** End of report *****

SCHOOL BOARD AGENDA ITEM
April 7, 2025 Meeting

TOPIC: PEP – SALES TAX “Educational Facilities Trust Fund”

BACKGROUND INFORMATION:

PEP – Sales Tax Acct:

The City’s sales tax deposit received in February was \$343,165. This was for December sales. The School’s sales tax deposit received in February was \$175,331. This was November’s sales. Total local option sales tax received for the year is 2.3% higher than received last year through February 29, 2024.

Interest earnings for January was transferred into the account in February totaling \$4,144.

Also received in February was the annual payment of \$500,000 from Washington County per the interlocal agreement related to the funding mechanism for the new Jonesborough school. The funds are to be used for debt payments for the elementary school additions that were done or the new Towne Acres schools.

The monthly interest for the 2010 Series VII-I-1 Bond payment was transferred totaling \$68,319.

The account had a balance February 28, 2025 of \$9,236,173.

Please feel free to call me if you have questions (434-5212).

RESPECTFULLY SUBMITTED: *Leia Valley*

PEP Sales Tax Account (Educational Facilities Trust)
February 28, 2025

	FY25 Budget	February, 2024	January, 2025	2nd Quarter	1st Quarter	Current Year to Date	% of Budget	Previous Year to Date
Beginning Bank Balance		\$ 8,281,852.21	\$ 10,030,713.00	\$ 8,931,201.79	\$ 7,744,987.41	\$ 7,744,987.41		\$ 6,843,433.73
Revenues								
City Sales Tax	\$ 3,342,000.00	\$ 343,165.04	\$ 295,176.30	\$ 873,725.52	\$ 863,140.84	\$ 2,375,207.70	71.07%	\$ 2,305,358.97
School Sales Tax	1,900,000.00	175,331.45	180,652.83	501,220.18	499,069.01	\$ 1,356,273.47	71.38%	\$ 1,341,856.64
ADA Adjustment	-			-	-	\$ -	#DIV/0!	\$ -
Washington County Payment		500,000.00				\$ 500,000.00		\$ -
Interest	38,000.00	4,143.91	4,255.15	11,487.83	10,642.82	\$ 30,529.71	80.34%	\$ 24,840.86
Total Revenues	5,280,000.00	1,022,640.40	480,084.28	1,386,433.53	1,372,852.67	4,262,010.88	80.72%	3,672,056.47
Expenditures								
2010 Series VII-I-1 Principal	1,855,000.00			-	-	-	0.00%	-
2010 Series VII-I-1 Interest	651,450.00	68,319.48	61,418.10	286,922.32	155,127.36	571,787.26	87.77%	691,209.75
2019 GO Bond Library Roof- Principal	-			-	-	-	#DIV/0!	-
2019 Library Roof GO Bond - Interest	-			-	-	-	#DIV/0!	177,108.48
2019 GO Refunding Principal	-			-	-	-	#DIV/0!	-
2019 GO Refunding Interest	-			-	-	-	#DIV/0!	-
2020 Refunding Principal	-			-	-	-	#DIV/0!	-
2020 GO Refunding Interest	-			-	-	-	#DIV/0!	-
2020 GO - Elem Additions Principal	1,615,000.00		1,615,000.00	-	-	1,615,000.00	100.00%	1,540,000.00
2020 GO - Elem Additions Interest	446,550.00		446,550.00	-	-	446,550.00	100.00%	530,571.90
2022 GO Bond - Principal	65,000.00		65,000.00	-	-	65,000.00	100.00%	60,000.00
2022 GO Bond - Interest	81,250.00		40,625.00	-	31,478.10	72,103.10	88.74%	86,375.00
Correction for FY23	-			-	-	-	#DIV/0!	-
Bank Services Charges	50,000.00		351.97	-	32.83	384.80	0.77%	48.27
Total Expenditures	4,764,250.00	68,319.48	2,228,945.07	286,922.32	186,638.29	2,770,825.16	58.16%	3,085,313.40
Total Net	\$ 515,750.00	\$ 954,320.92	\$ (1,748,860.79)	\$ 1,099,511.21	\$ 1,186,214.38	\$ 1,491,185.72		\$ 586,743.07
Ending Balance		\$ 9,236,173.13	\$ 8,281,852.21	\$ 10,030,713.00	\$ 8,931,201.79	\$ 9,236,173.13		\$ 7,430,176.80
Statement Balance		9,236,173.13	\$ 8,281,852.21		\$ 8,642,239.59			
Difference		\$ -	\$ -		\$ (288,962.20)			



JOHNSON CITY SCHOOLS

Post Office Box 1517, Johnson City, TN 37605 www.jcschools.org (423) 434-5200 Fax: (423) 218-4968
Dr. Greg Wallace, Interim Superintendent of Schools

To: Dr. Greg Wallace, Interim Superintendent of Schools
Johnson City Board of Education
From: Leia Valley, Supervisor of Finance
Subject: City of Johnson City Annual Comprehensive Financial Report
(2023-2024 Audit Report)
Date: March 31, 2025

2023-2024 City of Johnson City Audit

The school system, as a part of the City of Johnson City, has undergone an annual audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. There was one finding related to the School Funds. The finding was in regards to the use of signature stamps used for the signature of checks for the Food Service Fund. The signature stamps were not properly secured. Since then signature stamps are no longer being used and a handwritten signature is being done. We are in the process to see if we can set up signature in the accounting software as is done with the other school funds. Food Service funds are in a separate bank account with different signatories than the other funds and so that's why the signatures in the software had not been utilized by Food Service.

Johnson City Schools audited fund balance (all reserves and fund balances) for the General Purpose School Fund as of June 30, 2024 was \$18,128,843, a decrease of \$2,071,412 from June 30, 2023.

Included are pages from the audit that pertain to Schools. The complete can be found on the City of Johnson City's website, johnsoncitytn.org. If you would like a copy of the complete report please let me know.



BOARD OF EDUCATION

Jonathan Kinnick, Chair Paula Treece, Vice Chair Rick Smith, Secretary
Dr. Ginger Carter Thomas Hager, Jr Kathy Hall Celia Martin

The mission of the Johnson City Schools is to enable all students to achieve excellence.



CITY OF JOHNSON CITY, TENNESSEE
BALANCE SHEET
GOVERNMENTAL FUNDS
June 30, 2024

	General Fund	General Purpose School Fund	Debt Service Fund	Educational Facilities Debt Service Fund	Capital Project Fund	Nonmajor Governmental Funds	Total Governmental Funds
ASSETS							
Cash and Cash Equivalents	\$ 964,910	17,438,401	-	7,757,738	2,333,943	7,400,318	35,895,310
Investments	47,869,994	-	-	-	-	-	47,869,994
Accounts Receivable, Net	1,623,562	92,011	-	-	453,028	292,022	2,460,623
Lease Receivable	692,548	-	-	-	-	-	692,548
Notes Receivable	-	-	-	-	-	4,093	4,093
Due from Other Funds	126,420	41,605	76,546	499,069	-	50	743,690
Taxes Receivable	45,265,450	-	-	-	-	-	45,265,450
Less: Estimated Uncollectible	(761,094)	-	-	-	-	-	(761,094)
Due from Federal Government	-	-	-	-	-	492,655	492,655
Due from State of Tennessee	2,421,408	6,662,907	-	-	458,085	1,707,086	11,249,486
Due from Washington County	5,176,795	19,417,284	-	571,354	-	-	25,165,433
Due from Local Governments	-	-	-	-	-	1,100	1,100
Deposits	17,050	-	-	-	-	-	17,050
Inventories	165,769	62,084	-	-	-	206,428	434,281
Restricted Cash and Cash Equivalents	-	-	-	81,619	-	-	81,619
Restricted Investments	9,097,413	1,189,657	-	-	18,091,651	10,433	28,389,154
Total Assets	\$ 112,660,225	44,903,949	76,546	8,909,780	21,336,707	10,114,185	198,001,392

**CITY OF JOHNSON CITY, TENNESSEE
BALANCE SHEET
GOVERNMENTAL FUNDS
June 30, 2024**

	General Fund	General Purpose School Fund	Debt Service Fund	Educational Facilities Service Fund	Capital Project Fund	Nonmajor Governmental Funds	Total Governmental Funds
LIABILITIES							
Accounts Payable	\$ 3,507,693	1,500,683	-	-	2,812,623	441,149	8,262,148
Accrued Payroll Expenditures	1,843,191	5,083,787	-	-	-	1,154,734	8,081,712
Accrued Expenditures	5,057	-	-	-	-	3,595	8,652
Due to State of Tennessee	62,960	-	-	-	-	-	62,960
Due to Other Funds	110,826	640,019	-	-	-	101,918	852,763
Retainages Payable	-	133,128	-	-	1,200,726	-	1,333,854
Unearned Revenue	-	-	-	-	-	542,575	542,575
Contractor Deposits	386,178	-	-	-	-	-	386,178
Total Liabilities	5,915,905	7,357,617	-	-	4,013,349	2,243,971	19,530,842
DEFERRED INFLOWS OF RESOURCES							
Deferred - Current Property Taxes	43,681,345	19,417,489	-	-	-	-	63,098,834
Deferred - American Rescue Plan	6,796,189	-	-	-	-	-	6,796,189
Deferred Revenue - Other	38,281	-	-	-	-	-	38,281
Lease Related	664,265	-	-	-	-	-	664,265
Unavailable Revenue - Property Taxes	701,402	-	-	-	-	-	701,402
Total Deferred Inflows of Resources	51,881,482	19,417,489	-	-	-	-	71,298,971
FUND BALANCES							
Nonspendable	165,769	62,084	-	-	-	206,428	434,281
Restricted	22,545,418	1,189,657	76,546	8,909,780	17,323,358	7,547,730	57,592,489
Committed	7,928,182	1,359,913	-	-	-	-	9,288,095
Assigned	4,884,843	15,517,189	-	-	-	116,056	20,518,088
Unassigned	19,338,626	-	-	-	-	-	19,338,626
Total Fund Balances	54,862,838	18,128,843	76,546	8,909,780	17,323,358	7,870,214	107,171,579
Total Liabilities, Deferred Inflows of Resources, and Fund Balances	\$ 112,660,225	44,903,949	76,546	8,909,780	21,336,707	10,114,185	198,001,392

The notes to the financial statements are an integral part of this statement.

CITY OF JOHNSON CITY, TENNESSEE
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES
GOVERNMENTAL FUNDS
For the Fiscal Year Ended June 30, 2024

	General Fund	General Purpose School Fund	Debt Service Fund	Educational Facilities Debt Service Fund	Capital Project Fund	Nonmajor Governmental Funds	Total Governmental Funds
Revenues							
Taxes	\$ 92,293,225	34,599,864	-	3,376,201	-	-	130,269,290
Licenses and Permits	1,337,887	1,654	-	-	-	-	1,339,541
Intergovernmental Revenues	14,247,650	46,416,376	134,208	500,000	4,583,392	15,287,132	81,168,758
Charges for Services	2,375,868	1,723,234	-	-	-	719,523	4,818,625
Fines and Forfeitures	517,046	-	-	-	-	210,020	727,066
Revenue from Use of Property	2,837,888	-	-	-	-	1,872,386	4,710,274
Investment Earnings	1,191,899	96,005	65,745	58,641	2,071,432	1,465	3,485,187
Miscellaneous	1,233,113	364,686	-	-	491,732	3,211,067	5,300,598
Total Revenues	116,034,576	83,201,819	199,953	3,934,842	7,146,556	21,301,593	231,819,339
Expenditures							
Current							
General Government	24,879,853	-	-	-	-	-	24,879,853
Public Safety	33,066,346	-	-	-	-	1,395,596	34,461,942
Public Works	18,354,599	-	-	-	-	-	18,354,599
Parks, Recreation, Culture and Leisure	9,342,536	-	-	-	-	2,749,462	12,091,998
City Services	-	-	-	-	-	1,488,214	1,488,214
Education	-	88,631,069	-	-	-	14,243,026	102,874,095
Capital Outlay	-	5,613,248	-	-	29,253,965	2,129,699	36,996,912
Debt Service	-	-	-	-	-	-	-
Principal Retirement	248,810	250,958	7,153,634	3,390,000	262,215	187,858	11,493,475
Interest and Fiscal Charges	64,566	11,323	4,235,114	1,581,789	75,286	7,354	5,975,432
Other Fees	-	-	43,654	69,647	-	-	113,301
Total Expenditures	85,956,710	94,506,598	11,432,402	5,041,436	29,591,466	22,201,209	248,729,821

CITY OF JOHNSON CITY, TENNESSEE
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES
GOVERNMENTAL FUNDS
For the Fiscal Year Ended June 30, 2024

	General Fund	General Purpose School Fund	Debt Service Fund	Educational Facilities Debt Service Fund	Capital Project Fund	Nonmajor Governmental Funds	Total Governmental Funds
Excess (Deficiency) of Revenues Over (Under) Expenditures	30,077,866	(11,304,779)	(11,232,449)	(1,106,594)	(22,444,910)	(899,616)	(16,910,482)
Other Financing Sources (Uses)							
Transfers from Other Funds	1,275,576	11,712,845	11,399,233	1,984,104	6,460,102	72,243	32,904,103
Transfers to Other Funds	(32,859,296)	(3,070,094)	(90,949)	-	-	(115,436)	(36,135,775)
Proceeds from Sale of Real Estate and Equipment	1,120,964	430,325	-	-	-	-	1,551,289
Subscription Issuance	-	160,293	-	-	-	74,400	234,693
Total Other Financing Sources (Uses)	(30,462,756)	9,233,369	11,308,284	1,984,104	6,460,102	31,207	(1,445,690)
Net Change in Fund Balances	(384,890)	(2,071,410)	75,835	877,510	(15,984,808)	(868,409)	(18,356,172)
Fund Balances, July 1, 2023	57,578,485	20,200,253	711	8,032,270	30,838,185	8,856,895	125,506,799
Prior Period Adjustments	(2,330,757)	-	-	-	2,469,981	(118,272)	20,952
Fund Balances, July 1, 2023 Adjusted	55,247,728	20,200,253	711	8,032,270	33,308,166	8,738,623	125,527,751
Fund Balances, June 30, 2024	\$ 54,862,838	18,128,843	76,546	8,909,780	17,323,358	7,870,214	107,171,579

The notes to the financial statements are an integral part of this statement.

CITY OF JOHNSON CITY, TENNESSEE
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE -
BUDGET AND ACTUAL
GENERAL PURPOSE SCHOOL FUND
For the Fiscal Year Ended June 30, 2024

	Budgeted Amounts		Actual Amounts	Variance with Final Budget - Positive (Negative)
	Original	Final		
Revenues				
Taxes				
Local Sales Tax	\$ 21,545,087	19,545,087	20,452,380	907,293
Local Liquor Tax	3,500	3,500	4,518	1,018
County Property Tax	12,866,650	12,866,650	13,310,535	443,885
Interest and Penalty	155,500	155,500	66,945	(88,555)
Business Tax	443,000	443,000	552,958	109,958
In Lieu - Local Utilities	233,000	233,000	212,528	(20,472)
Total Taxes	<u>35,246,737</u>	<u>33,246,737</u>	<u>34,599,864</u>	<u>1,353,127</u>
Licenses and Permits				
Marriage Licenses	1,500	1,500	1,654	154
Intergovernmental Revenues				
State of Tennessee				
Tennessee Investment in Student Achievement	44,700,000	45,822,251	45,600,346	(221,905)
Career Ladder Program	89,279	89,279	76,376	(12,903)
Bank Excise Tax	80,000	80,000	105,197	25,197
Other State of Tennessee Funds	9,000	294,000	560,473	266,473
Total State of Tennessee	<u>44,878,279</u>	<u>46,285,530</u>	<u>46,342,392</u>	<u>56,862</u>
Federal				
ROTC Reimbursement	50,000	70,000	73,984	3,984
Total Intergovernmental Revenues	<u>44,928,279</u>	<u>46,355,530</u>	<u>46,416,376</u>	<u>60,846</u>
Charges for Services				
School Tuition	250,000	265,000	301,149	36,149
Educare Revenue	1,408,800	1,408,800	1,422,085	13,285
Total Charges for Services	<u>1,658,800</u>	<u>1,673,800</u>	<u>1,723,234</u>	<u>49,434</u>
Investment Earnings				
Investment Income (Loss)	-	-	96,005	96,005
Miscellaneous				
Refunds and Reimbursements	15,000	235,000	147,559	(87,441)
Other Local Revenue	52,000	72,000	217,127	145,127
Total Miscellaneous	<u>67,000</u>	<u>307,000</u>	<u>364,686</u>	<u>57,686</u>
Total Revenues	<u>81,902,316</u>	<u>81,584,567</u>	<u>83,201,819</u>	<u>1,617,252</u>

(Continued)

CITY OF JOHNSON CITY, TENNESSEE
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE -
BUDGET AND ACTUAL
GENERAL PURPOSE SCHOOL FUND
For the Fiscal Year Ended June 30, 2024

	Budgeted Amounts		Actual Amounts	Variance with Final Budget - Positive (Negative)
	Original	Final		
Expenditures				
Instruction				
Regular Education				
Capital Outlay	1,491,631	2,463,989	2,462,649	1,340
Other	133,448	243,448	407,593	(164,145)
Personnel Services	45,788,607	45,508,534	45,115,378	393,156
Purchased Services	635,082	740,582	736,842	3,740
Supplies	1,146,802	1,230,514	1,002,131	228,383
Total Regular Education	<u>49,195,570</u>	<u>50,187,067</u>	<u>49,724,593</u>	<u>462,474</u>
Special Education				
Capital Outlay	-	2,000	1,742	258
Other	-	100	111,275	(111,175)
Personnel Services	5,816,390	5,747,115	5,638,384	108,731
Purchased Services	-	38,000	37,392	608
Supplies	17,650	20,950	19,647	1,303
Total Special Education	<u>5,834,040</u>	<u>5,808,165</u>	<u>5,808,440</u>	<u>(275)</u>
Vocational Education				
Capital Outlay	4,389	1,389	-	1,389
Personnel Services	2,269,798	2,291,698	2,273,228	18,470
Purchased Services	1,617	1,617	1,617	-
Supplies	40,857	40,857	39,989	868
Total Vocational Education	<u>2,316,661</u>	<u>2,335,561</u>	<u>2,314,834</u>	<u>20,727</u>
Alternative Education				
Capital Outlay	12,848	19,948	19,850	98
Personnel Services	1,168,634	1,439,134	1,415,709	23,425
Purchased Services	5,908	5,908	5,908	-
Supplies	18,402	18,402	18,402	-
Total Alternative Education	<u>1,205,792</u>	<u>1,483,392</u>	<u>1,459,869</u>	<u>23,523</u>
Total Instruction	<u>58,552,063</u>	<u>59,814,185</u>	<u>59,307,736</u>	<u>506,449</u>
Support Services				
Health Services				
Capital Outlay	500	500	467	33
Other	101,800	1,894	12,692	(10,798)
Personnel Services	909,294	972,094	959,831	12,263
Purchased Services	8,320	6,120	6,061	59
Supplies	19,280	53,380	53,963	(583)
Total Health Services	<u>1,039,194</u>	<u>1,033,988</u>	<u>1,033,014</u>	<u>974</u>

(Continued)

CITY OF JOHNSON CITY, TENNESSEE
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE -
BUDGET AND ACTUAL
GENERAL PURPOSE SCHOOL FUND
For the Fiscal Year Ended June 30, 2024

	Budgeted Amounts		Actual Amounts	Variance with Final Budget - Positive (Negative)
	Original	Final		
Expenditures (Continued)				
Support Services (Continued)				
Student Support				
Capital Outlay	2,500	1,000	-	1,000
Other	-	1,500	1,464	36
Purchased Services	143,000	170,000	139,728	30,272
Personnel Services	3,315,406	3,330,906	3,257,546	73,360
Supplies	-	4,000	3,765	235
Total Student Support	<u>3,460,906</u>	<u>3,507,406</u>	<u>3,402,503</u>	<u>104,903</u>
Regular Education				
Capital Outlay	214,352	228,652	211,536	17,116
Other	266,208	421,103	373,087	48,016
Personnel Services	4,083,260	4,651,560	4,560,846	90,714
Purchased Services	237,100	239,100	137,721	101,379
Supplies	103,572	122,275	101,370	20,905
Total Regular Education	<u>4,904,492</u>	<u>5,662,690</u>	<u>5,384,560</u>	<u>278,130</u>
Alternative Education				
Other	2,000	2,000	-	2,000
Personnel Services	53,057	58,657	57,269	1,388
Supplies	2,462	2,462	2,462	-
Total Alternative Education	<u>57,519</u>	<u>63,119</u>	<u>59,731</u>	<u>3,388</u>
Special Education				
Other	15,000	19,000	18,744	256
Personnel Services	651,255	764,255	749,226	15,029
Purchased Services	12,500	25,300	19,986	5,314
Supplies	5,000	5,100	4,672	428
Total Special Education	<u>683,755</u>	<u>813,655</u>	<u>792,628</u>	<u>21,027</u>
Vocational Education				
Personnel Services	214,597	214,747	213,245	1,502
Purchased Services	41,154	41,980	42,497	(517)
Supplies	110,154	128,974	119,307	9,667
Other	-	1,854	1,268	586
Total Vocational Education	<u>365,905</u>	<u>387,555</u>	<u>376,317</u>	<u>11,238</u>
Board of Education				
Fixed Charges	533,134	534,134	534,070	64
Other	657,500	658,500	588,442	70,058
Personnel Services	27,420	34,577	34,295	282
Purchased Services	54,000	72,300	60,866	11,434
Supplies	2,000	8,500	7,074	1,426
Total Board of Education	<u>1,274,054</u>	<u>1,308,011</u>	<u>1,224,747</u>	<u>83,264</u>

(Continued)

CITY OF JOHNSON CITY, TENNESSEE
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE -
BUDGET AND ACTUAL
GENERAL PURPOSE SCHOOL FUND
For the Fiscal Year Ended June 30, 2024

	Budgeted Amounts		Actual Amounts	Variance with Final Budget - Positive (Negative)
	Original	Final		
Expenditures (Continued)				
Support Services (Continued)				
Office of Director of Schools				
Capital Outlay	2,000	1,000	-	1,000
Other	25,000	7,600	5,614	1,986
Personnel Services	320,202	322,615	320,317	2,298
Purchased Services	127,657	113,257	94,427	18,830
Supplies	7,000	7,600	4,377	3,223
Total Office of Director of Schools	<u>481,859</u>	<u>452,072</u>	<u>424,735</u>	<u>27,337</u>
Office of Principal				
Capital Outlay	-	4,000	3,582	418
Other	134,996	66,996	2,819	64,177
Personnel Services	6,055,046	6,407,046	6,294,906	112,140
Purchased Services	123,781	112,281	110,802	1,479
Supplies	5,887	5,887	5,887	-
Total Office of Principal	<u>6,319,710</u>	<u>6,596,210</u>	<u>6,417,996</u>	<u>178,214</u>
Fiscal Services				
Capital Outlay	3,000	400	399	1
Other	5,350	7,650	7,462	188
Personnel Services	574,606	569,206	564,062	5,144
Purchased Services	51,500	53,800	52,880	920
Supplies	9,500	12,900	11,347	1,553
Total Fiscal Services	<u>643,956</u>	<u>643,956</u>	<u>636,150</u>	<u>7,806</u>
Operation of Plant				
Capital Outlay	5,000	10,000	9,592	408
Personnel Services	2,838,817	2,782,517	2,674,517	108,000
Purchased Services	2,605,000	2,581,200	2,535,571	45,629
Supplies	155,000	216,000	213,064	2,936
Total Operation of Plant	<u>5,603,817</u>	<u>5,589,717</u>	<u>5,432,744</u>	<u>156,973</u>
Maintenance of Plant				
Capital Outlay	40,000	22,000	21,699	301
Other	3,000	3,000	-	3,000
Personnel Services	1,814,115	1,652,215	1,620,091	32,124
Purchased Services	151,500	219,793	168,675	51,118
Supplies	260,000	343,923	343,084	839
Total Maintenance Of Plant	<u>2,268,615</u>	<u>2,240,931</u>	<u>2,153,549</u>	<u>87,382</u>
Preschool				
Capital Outlay	2,000	2,000	-	2,000
Other	3,800	4,000	2,257	1,743
Personnel Services	379,195	534,634	475,468	59,166
Purchased Services	950	1,850	1,848	2
Supplies	8,500	12,600	11,143	1,457
Total Preschool	<u>394,445</u>	<u>555,084</u>	<u>490,716</u>	<u>64,368</u>

(Continued)

CITY OF JOHNSON CITY, TENNESSEE
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE -
BUDGET AND ACTUAL
GENERAL PURPOSE SCHOOL FUND
For the Fiscal Year Ended June 30, 2024

	Budgeted Amounts		Actual Amounts	Variance with Final Budget - Positive (Negative)
	Original	Final		
Expenditures (Continued)				
Support Services (Continued)				
Transportation				
Capital Outlay	260,000	140,540	80,550	59,990
Personnel	46,123	46,223	16,410	29,813
Purchased Services	2,924,423	2,925,423	15,642	2,909,781
Supplies	64,000	62,900	60,995	1,905
Total Transportation	<u>3,294,546</u>	<u>3,175,086</u>	<u>173,597</u>	<u>3,001,489</u>
Other Support				
Capital Outlay	3,000	500	-	500
Other	8,200	11,200	10,562	638
Personnel Services	98,177	107,997	106,209	1,788
Purchased Services	11,000	11,350	11,344	6
Supplies	5,700	3,100	1,778	1,322
Total Other Support	<u>126,077</u>	<u>134,147</u>	<u>129,893</u>	<u>4,254</u>
Community Services				
Capital Outlay	12,000	15,000	13,255	1,745
Other	36,800	20,550	16,314	4,236
Personnel Services	1,141,008	1,249,958	1,237,210	12,748
Purchased Services	11,950	20,450	13,430	7,020
Supplies	101,200	58,164	56,490	1,674
Total Community Services	<u>1,302,958</u>	<u>1,364,122</u>	<u>1,336,699</u>	<u>27,423</u>
Technology				
Capital Outlay	30,000	139,600	351,183	(211,583)
Other	3,000	3,000	81,005	(78,005)
Personnel Services	1,595,129	1,589,129	1,564,038	25,091
Purchased Services	251,400	244,900	303,642	(58,742)
Supplies	403,200	339,962	13,226	326,736
Total Technology	<u>2,282,729</u>	<u>2,316,591</u>	<u>2,313,094</u>	<u>3,497</u>
Other Capital Outlay				
Capital Outlay	781,500	4,001,555	2,434,491	1,567,064
Purchased Services	-	35,000	34,959	41
Other	70,000	-	-	-
Total Other Capital Outlay	<u>851,500</u>	<u>4,036,555</u>	<u>2,469,450</u>	<u>1,567,105</u>

(Continued)

CITY OF JOHNSON CITY, TENNESSEE
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE -
BUDGET AND ACTUAL
GENERAL PURPOSE SCHOOL FUND
For the Fiscal Year Ended June 30, 2024

	Budgeted Amounts		Actual Amounts	Variance with Final Budget - Positive (Negative)
	Original	Final		
Expenditures (Continued)				
Support Services (Continued)				
Human Resources				
Capital Outlay	1,250	2,350	2,253	97
Other	2,250	2,550	1,513	1,037
Personnel Services	247,983	244,558	237,219	7,339
Purchased Services	900	925	910	15
Supplies	1,000	3,000	2,151	849
Total Human Resources	<u>253,383</u>	<u>253,383</u>	<u>244,046</u>	<u>9,337</u>
Attendance				
Personnel Services	283,168	314,168	309,257	4,911
Purchased Services	48,500	131,672	131,155	517
Total Attendance	<u>331,668</u>	<u>445,840</u>	<u>440,412</u>	<u>5,428</u>
Total Support Services	<u>35,941,088</u>	<u>40,580,118</u>	<u>34,936,581</u>	<u>5,643,537</u>
Debt Service				
Principal Retirement	-	236,000	250,958	(14,958)
Interest and Fiscal Charges	-	8,400	11,323	(2,923)
Total Debt Service	<u>-</u>	<u>244,400</u>	<u>262,281</u>	<u>(17,881)</u>
Total Expenditures	<u>94,493,151</u>	<u>100,638,703</u>	<u>94,506,598</u>	<u>6,132,105</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	<u>(12,590,835)</u>	<u>(19,054,136)</u>	<u>(11,304,779)</u>	<u>7,749,357</u>
Other Financing Sources (Uses)				
Transfer from General Fund	14,536,159	14,536,159	11,626,736	(2,909,423)
Transfer from Federal and Special Project Funds	-	-	86,109	86,109
Transfer to Educational Facilities Debt Service	-	-	(1,984,104)	(1,984,104)
Transfer to General Fund	-	-	(9,761)	(9,761)
Transfer to School Federal and Special Project Funds	(62,739)	(362,739)	(31,640)	331,099
Transfer to Debt Service	(3,173,720)	(3,186,508)	(1,044,589)	2,141,919
Subscription Issuance	-	-	160,293	160,293
Sale of Real Estate and Other Equipment	-	-	430,325	430,325
Total Other Financing Sources (Uses)	<u>11,299,700</u>	<u>10,986,912</u>	<u>9,233,369</u>	<u>(1,753,543)</u>
Net Change in Fund Balance	<u>(1,291,135)</u>	<u>(8,067,224)</u>	<u>(2,071,410)</u>	<u>5,995,814</u>
Fund Balance, July 1, 2023	<u>20,200,253</u>	<u>20,200,253</u>	<u>20,200,253</u>	<u>-</u>
Fund Balance, June 30, 2024	<u>\$ 18,909,118</u>	<u>12,133,029</u>	<u>18,128,843</u>	<u>5,995,814</u>

The notes to the financial statements are an integral part of this statement.

CITY OF JOHNSON CITY, TENNESSEE
 REQUIRED SUPPLEMENTARY INFORMATION
 SCHEDULE OF JOHNSON CITY SCHOOLS' PROPORTIONATE SHARE OF THE NET PENSION LIABILITY (ASSET)
 TEACHER LEGACY PENSION PLAN OF TCRS
 Last Fiscal Year Ended June 30

	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
Proportion of the Net Pension Liability (Asset)	0.837679%	0.854321%	0.885149%	0.910234%	0.903097%	0.951120%	0.957665%	0.984528%	0.991035%	1.063206%
Proportionate Share of the Net Pension Liability (Asset)	\$ (136,119)	349,959	5,531,694	(297,812)	(3,177,921)	(9,779,223)	(7,302,904)	(42,465,052)	(12,154,108)	(12,534,926)
Covered Payroll	\$ 32,878,832	31,981,537	31,952,106	32,175,829	31,623,553	31,892,411	31,873,560	33,031,524	33,179,974	34,501,580
Proportionate Share of the Net Pension Liability (Asset) as a Percentage of its Covered Payroll	(0.41)%	1.09%	17.31%	(0.93)%	(10.05)%	(30.66)%	(22.91)%	(131.40)%	-36.63%	-36.33%
Plan Fiduciary Net Position as a Percentage of the Total Pension Liability	100.08%	99.81%	97.14%	100.14%	101.49%	104.28%	103.09%	116.13%	104.42%	104.11%

See Independent Auditors' Report.

CITY OF JOHNSON CITY, TENNESSEE
 REQUIRED SUPPLEMENTARY INFORMATION
 SCHEDULE OF JOHNSON CITY SCHOOLS' CONTRIBUTIONS
 TEACHER LEGACY PENSION PLAN OF TCRS
 Last Fiscal Year Ended June 30

	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
Contractually Required Contribution	\$ 2,891,131	2,888,471	2,908,739	2,871,415	3,335,946	3,387,769	3,318,636	3,359,278	2,998,185	2,407,768
Contributions in relation to the										
Contractually Required Contribution	2,891,131	2,888,471	2,908,739	2,871,415	3,335,946	3,387,769	3,318,636	3,359,278	2,998,185	2,407,768
Contribution Deficiency (Excess)	\$ -	-	-	-	-	-	-	-	-	-
Covered Payroll	\$ 31,981,537	31,952,106	32,175,829	31,623,553	31,892,411	31,873,560	33,031,524	33,179,974	34,501,580	35,361,609
Contributions as a Percentage of	9.04%	9.04%	9.04%	9.08%	10.46%	10.63%	10.05%	10.12%	8.69%	6.81%
Covered Payroll										

Changes of assumptions: In 2021, the following assumptions were changed: decreased inflation rate from 2.50 percent to 2.25 percent; decreased the investment rate of return from 7.25 percent to 6.75 percent; decreased the cost-of-living adjustment from 2.25 percent to 2.125 percent; and modified mortality assumptions. In 2017, the following assumptions were changed: decreased inflation rate from 3.00 percent to 2.50 percent; decreased the investment rate of return from 7.50 percent to 7.25 percent; decreased the cost-of-living adjustment from 2.50 percent to 2.25 percent; decreased salary growth graded ranges from an average of 4.25 percent to an average of 4.00 percent; and modified mortality assumptions.

See Independent Auditors' Report.

CITY OF JOHNSON CITY, TENNESSEE
 REQUIRED SUPPLEMENTARY INFORMATION
 SCHEDULE OF JOHNSON CITY SCHOOLS' PROPORTIONATE
 SHARE OF THE NET PENSION LIABILITY (ASSET)
 TEACHER RETIREMENT PLAN OF TCRS
 Last Fiscal Year Ended June 30

	2015	2016	2017	2018	2019	2020	2021	2022	2023
Proportion of the Net Pension Liability (Asset)	0.452832%	0.577005%	0.607724%	0.623820%	0.616697%	0.581549%	0.592153%	0.591041%	0.635859%
Proportionate Share of the Net Pension Liability (Asset)	\$ (18,217)	\$ (60,068)	\$ (160,341)	\$ (282,920)	\$ (348,117)	\$ (330,693)	\$ (641,427)	\$ (179,041)	\$ (269,626)
Covered Payroll	\$ 940,871	\$ 2,538,856	\$ 3,989,233	\$ 5,451,440	\$ 6,525,893	\$ 7,338,673	\$ 8,410,610	\$ 10,093,347	\$ 12,647,503
Proportionate Share of the Net Pension Liability (Asset) as a Percentage of its Covered Payroll	-1.94%	-2.37%	-4.02%	-5.19%	-5.33%	-4.51%	-7.63%	-1.77%	-2.13%
Plan Fiduciary Net Position as a Percentage of the Total Pension Liability (Asset)	127.46%	121.88%	126.81%	126.97%	123.07%	116.52%	121.53%	104.55%	104.97%

GASB 68 requires a 10-year schedule for this data to be presented starting with the implementation of GASB 68. The information in this schedule is not required to be presented retroactively prior to the implementation date. Please refer to previously supplied data from TCRS GASB website for prior years' data, if needed.

See Independent Auditors' Report.

CITY OF JOHNSON CITY, TENNESSEE
 REQUIRED SUPPLEMENTARY INFORMATION
 SCHEDULE OF JOHNSON CITY SCHOOLS' CONTRIBUTIONS
 TEACHER RETIREMENT PLAN OF TCRS
 Last Fiscal Year Ended June 30

	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
Contractually Required Contribution	\$ 37,635	101,556	159,549	88,899	126,603	146,998	172,631	202,874	362,984	452,457
Contributions in relation to the										
Contractually Required Contribution	37,635	101,556	159,549	218,057	126,603	146,998	172,631	202,874	362,984	452,457
Contribution Deficiency (Excess)	\$ -	-	-	(129,158)	-	-	-	-	-	-
Covered Payroll	\$ 940,871	2,538,856	3,989,233	5,451,440	6,525,893	7,338,673	8,410,610	10,093,347	12,647,503	15,337,482
Contributions as a Percentage of										
Covered Payroll	4.00%	4.00%	4.00%	4.00%	1.94%	2.00%	2.05%	2.01%	2.87%	2.95%

Changes of assumptions: In 2021, the following assumptions were changed: decreased inflation rate from 2.50 percent to 2.25 percent; decreased the investment rate of return from 7.25 percent to 6.75 percent; decreased the cost-of-living adjustment from 2.25 percent to 2.125 percent; and modified mortality assumptions. In 2017, the following assumptions were changed: decreased inflation rate from 3.00 percent to 2.50 percent; decreased the investment rate of return from 7.50 percent to 7.25 percent; decreased the cost-of-living adjustment from 2.50 percent to 2.25 percent; decreased salary growth graded ranges from an average of 4.25 percent to an average of 4.00 percent; and modified mortality assumptions.

See Independent Auditors' Report.

CITY OF JOHNSON CITY, TENNESSEE
REQUIRED SUPPLEMENTARY INFORMATION
SCHEDULE OF JOHNSON CITY SCHOOLS' CONTRIBUTIONS
TEACHER RETIREMENT PLAN OF TCRS - STABILIZATION TRUST
Last Fiscal Year Ended June 30

	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>
Contractually Required Contribution	\$ 126,567	137,686	162,724	178,568	129,884	150,770
Contributions in relation to the						
Contractually Required Contribution	<u>126,567</u>	<u>137,686</u>	<u>162,724</u>	<u>178,568</u>	<u>129,884</u>	<u>150,770</u>
Contribution Deficiency (Excess)	<u>\$ -</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Covered Payroll	\$ 6,525,893	7,338,773	8,546,043	10,093,347	12,647,503	15,337,482
Contributions as a Percentage of						
Covered Payroll	1.94%	1.88%	1.90%	1.77%	1.03%	0.98%

GASB 68 requires a 10-year schedule for this data to be presented starting with the implementation of GASB 68. The information in this schedule is not required to be presented retroactively prior to the implementation date. Please refer to previously supplied data from TCRS GASB website for prior years' data, if needed.

See Independent Auditors' Report.

CITY OF JOHNSON CITY, TENNESSEE
REQUIRED SUPPLEMENTARY INFORMATION
SCHEDULE OF CHANGES IN JOHNSON CITY SCHOOLS PROPORTIONATE SHARE OF
COLLECTIVE OPEB LIABILITY AND RELATED RATIOS - TEACHER GROUP OPEB PLAN
Last Fiscal Year Ended June 30

	<u>2023</u>	<u>2024</u>
Total OPEB Liability		
Service Cost	\$ 457	1,085,040
Interest	159	838,887
Difference between Expected and Actual Experience	-	(4,000,143)
Change in benefit terms	23,175,873	-
Changes in Assumptions	-	1,683,572
Benefit Payments	-	(1,152,153)
Net Change in Total OPEB Liability	<u>23,176,489</u>	<u>(1,544,797)</u>
Total OPEB Liability - Beginning	<u>6,899</u>	<u>23,183,388</u>
Total OPEB Liability - Ending	<u>\$ 23,183,388</u>	<u>21,638,591</u>
Nonemployer Contributing Entities Proportionate Share of the Collective Total OPEB Liability	\$ 5,587,822	6,489,152
Employer's Proportionate Share of the Collective Total OPEB Liability	\$ 17,595,566	15,149,439
Covered-Employee Payroll	\$ 58,927,486	51,961,946
Total OPEB Liability as a Percentage of Covered-Employee Payroll	29.86%	29.15%

Notes to Schedule:

There are no assets accumulating, in a trust that meets the criteria in paragraph 4 of GASB Statement No. 75, related to this OPEB plan.

The amounts reported for each fiscal year were determined as of the prior fiscal year-end.

This schedule is intended to display ten years of information. Additional years will be displayed as they become available.

See Independent Auditors' Report.

CITY OF JOHNSON CITY, TENNESSEE
REQUIRED SUPPLEMENTARY INFORMATION
SCHEDULE OF CHANGES IN JOHNSON CITY SCHOOLS PROPORTIONATE SHARE OF
COLLECTIVE OPEB LIABILITY AND RELATED RATIOS - CLOSED TENNESSEE PLAN
Last Fiscal Year Ended June 30

	<u>2023</u>	<u>2024</u>
Total OPEB Liability		
Service Cost	\$ -	29,182
Interest	-	35,877
Difference between Expected and Actual Experience	-	10,852
Change in benefit terms	990,129	-
Changes in Assumptions	-	(16,063)
Benefit Payments	-	(11,779)
Net Change in Total OPEB Liability	<u>990,129</u>	<u>48,069</u>
Total OPEB Liability - Beginning	-	990,129
Total OPEB Liability - Ending	<u>\$ 990,129</u>	<u>1,038,198</u>
Nonemployer Contributing Entities Proportionate Share of the Collective Total OPEB Liability	\$ 990,129	1,038,198
Employer's Proportionate Share of the Collective Total OPEB Liability	\$ -	-
Covered-Employee Payroll	\$ 36,543,602	\$ 30,606,402
Total OPEB Liability as a Percentage of Covered-Employee Payroll	0.00%	0.00%

Notes to Schedule:

There are no assets accumulating, in a trust that meets the criteria in paragraph 4 of GASB Statement No. 75, related to this OPEB plan.

The amounts reported for each fiscal year were determined as of the prior fiscal year-end.

This schedule is intended to display ten years of information. Additional years will be displayed as they become available.

See Independent Auditors' Report.

CITY OF JOHNSON CITY, TENNESSEE
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE -
BUDGET AND ACTUAL
EDUCATIONAL FACILITIES DEBT SERVICE FUND
For the Fiscal Year Ended June 30, 2024

	Budgeted Amounts		Actual Amounts	Variance with Final Budget - Positive (Negative)
	Original	Final		
Revenues				
Taxes	\$ 3,342,000	3,342,000	3,376,201	34,201
Intergovernmental Revenues	-	-	500,000	500,000
Investment Earnings	4,000	4,000	58,641	54,641
Total Revenues	3,346,000	3,346,000	3,934,842	588,842
Expenditures				
Debt Service				
Principal Retirement	3,390,000	3,390,000	3,390,000	-
Interest and Fiscal Charges	1,312,950	1,312,950	1,581,789	(268,839)
Other Fees	9,000	9,000	69,647	(60,647)
Total Debt Service	4,711,950	4,711,950	5,041,436	(329,486)
Total Expenditures	4,711,950	4,711,950	5,041,436	(329,486)
Excess (Deficiency) of Revenues Over (Under) Expenditures	(1,365,950)	(1,365,950)	(1,106,594)	259,356
Other Financing Sources (Uses)				
Transfer In	1,900,000	1,900,000	1,984,104	84,104
Total Other Financing Sources (Uses)	1,900,000	1,900,000	1,984,104	84,104
Net Change in Fund Balance	534,050	534,050	877,510	343,460
Fund Balance, July 1, 2023	8,032,270	8,032,270	8,032,270	-
Fund Balance, June 30, 2024	\$ 8,566,320	8,566,320	8,909,780	343,460

See Independent Auditors' Report.

**CITY OF JOHNSON CITY, TENNESSEE
COMBINING BALANCE SHEET
SPECIAL REVENUE FUNDS
June 30, 2024**

	Freedom Hall Civic Center Fund	School Funds	Transportation Planning Fund	Drug Fund	Police Grant and Technology Fund	Community Development Fund	Senior Citizens Fund	Employee Scholarship Fund	Total Special Revenue Funds
ASSETS									
Cash and Cash Equivalents	\$ 484,837	4,989,195	-	1,302,516	257,518	-	346,374	19,878	7,400,318
Accounts Receivable (Net)	-	290,704	-	-	1,318	-	-	-	292,022
Notes Receivable	-	-	-	-	-	4,093	-	-	4,093
Due from Other Funds	-	50	-	-	-	-	-	-	50
Due from Federal Government	-	-	88,877	-	60,230	343,548	-	-	492,655
Due from State of Tennessee	-	1,644,711	-	-	-	62,375	-	-	1,707,086
Due from Local Governments	-	-	-	1,100	-	-	-	-	1,100
Inventories	-	206,428	-	-	-	-	-	-	206,428
Restricted Investments	-	10,433	-	-	-	-	-	-	10,433
Total Assets	\$ 484,837	7,141,521	88,877	1,303,616	319,066	410,016	346,374	19,878	10,114,185
LIABILITIES									
Accounts Payable	\$ 2,862	96,011	12,036	104,053	13,318	212,480	389	-	441,149
Accrued Payroll Expenditures	17,643	1,120,434	10,302	-	3,452	2,903	-	-	1,154,734
Accrued Expenditures	3,595	-	-	-	-	-	-	-	3,595
Due to Other Funds	19,843	82,075	-	-	-	-	-	-	101,918
Unearned Revenue	404,205	-	-	135,110	-	3,260	-	-	542,575
Total Liabilities	448,148	1,298,520	22,338	239,163	16,770	218,643	389	-	2,243,971
FUND BALANCES									
Nonspendable	-	206,428	-	-	-	-	-	-	206,428
Restricted	-	5,632,321	-	1,064,453	297,977	187,116	345,985	19,878	7,547,730
Assigned	36,689	4,252	66,539	-	4,319	4,257	-	-	116,056
Total Fund Balances	36,689	5,843,001	66,539	1,064,453	302,296	191,373	345,985	19,878	7,870,214
Total Liabilities and Fund Balances	\$ 484,837	7,141,521	88,877	1,303,616	319,066	410,016	346,374	19,878	10,114,185

See Independent Auditors' Report.

CITY OF JOHNSON CITY, TENNESSEE
COMBINING STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES
SPECIAL REVENUE FUNDS
For the Fiscal Year Ended June 30, 2024

	Freedom Hall Civic Center Fund	School Funds	Transportation Planning Fund	Drug Fund	Police Grant and Technology Fund	Community Development Fund	Senior Citizens Fund	Employee Scholarship Fund	Total Special Revenue Funds
Revenues									
Federal Government	\$ -	10,638,264	289,214	-	1,028,411	955,071	-	-	12,910,960
State of Tennessee	-	2,241,797	-	-	-	134,375	-	-	2,376,172
Charges for Services	-	719,523	-	-	-	-	-	-	719,523
Fines and Forfeitures	-	-	-	12,697	197,323	-	-	-	210,020
Revenue from Use of Property	1,872,386	-	-	-	-	-	-	-	1,872,386
Investment Earnings	-	1,465	-	-	-	-	-	-	1,465
Miscellaneous	466,497	2,487,718	-	176,451	-	23,760	53,828	2,813	3,211,067
Total Revenues	2,338,883	16,088,767	289,214	189,148	1,225,734	1,113,206	53,828	2,813	21,301,593
Expenditures									
Current									
Public Safety	-	-	-	257,534	1,138,062	-	-	-	1,395,596
Public Welfare	-	-	-	-	-	1,114,124	-	-	1,114,124
Senior Citizens	-	-	-	-	-	-	30,099	-	30,099
Parks, Recreation, Culture and Leisure	2,749,462	-	-	-	-	-	-	-	2,749,462
Highway and Transportation Planning	-	-	342,741	-	-	-	-	-	342,741
Education	-	10,285,305	-	-	-	-	-	-	10,285,305
School Food Service	-	3,957,721	-	-	-	-	-	-	3,957,721
Miscellaneous	-	-	-	-	-	-	-	-	-
Capital Outlay	-	1,965,318	-	164,381	-	-	-	1,250	1,250
Debt Service	-	-	-	-	-	-	-	-	-
Principal	-	187,858	-	-	-	-	-	-	187,858
Interest	-	7,354	-	-	-	-	-	-	7,354
Total Expenditures	2,749,462	16,403,556	342,741	421,915	1,138,062	1,114,124	30,099	1,250	22,201,209

CITY OF JOHNSON CITY, TENNESSEE
COMBINING STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES
SPECIAL REVENUE FUNDS
For the Fiscal Year Ended June 30, 2024

	Freedom Hall Civic Center Fund	School Funds	Transportation Planning Fund	Drug Fund	Police Grant and Technology Fund	Community Development Fund	Senior Citizens Fund	Employee Scholarship Fund	Total Special Revenue Funds
Excess (Deficiency) of Revenues Over (Under) Expenditures	(410,579)	(314,789)	(53,527)	(232,767)	87,672	(918)	23,729	1,563	(899,616)
Other Financing Sources (Uses)									
Transfers In	-	31,640	40,603	-	-	-	-	-	72,243
Transfers Out	-	(86,109)	-	-	-	(29,327)	-	-	(115,436)
Subscription Issuance	-	74,400	-	-	-	-	-	-	74,400
Total Other Financing Sources (Uses)	-	19,931	40,603	-	-	(29,327)	-	-	31,207
Net Change in Fund Balances	(410,579)	(294,858)	(12,924)	(232,767)	87,672	(30,245)	23,729	1,563	(868,409)
Fund Balances, July 1, 2023	447,268	6,256,131	79,463	1,297,220	214,624	221,618	322,256	18,315	8,856,895
Purchase Method Inventory Adjustment	-	(118,272)	-	-	-	-	-	-	(118,272)
Fund Balances, July 1, 2023 Adjusted	447,268	6,137,859	79,463	1,297,220	214,624	221,618	322,256	18,315	8,738,623
Fund Balances, June 30, 2024	\$ 36,689	5,843,001	66,539	1,064,453	302,296	191,373	345,985	19,878	7,870,214

CITY OF JOHNSON CITY, TENNESSEE
COMBINING BALANCE SHEET
SCHOOL FUNDS
June 30, 2024

	School Federal Projects Fund	Special School Projects Fund	School Food Service Fund	Internal School Fund	Total School Funds
ASSETS					
Cash and Cash Equivalents	\$ 23,573	1	3,507,832	1,457,789	4,989,195
Accounts Receivable	-	-	279,808	10,896	290,704
Due from Other Funds	-	-	-	50	50
Due from State of Tennessee	627,390	914,770	102,551	-	1,644,711
Investments	-	-	-	-	-
Inventories	-	-	206,428	-	206,428
Restricted Investments	-	-	10,433	-	10,433
Total Assets	\$ 650,963	914,771	4,107,052	1,468,735	7,141,521
LIABILITIES					
Accounts Payable	\$ 9,042	85,506	1,463	-	96,011
Accrued Payroll Expenditures	393,200	727,234	-	-	1,120,434
Due to Other Funds	-	67,308	2,106	12,661	82,075
Total Liabilities	402,242	880,048	3,569	12,661	1,298,520
FUND BALANCES					
Nonspendable	-	-	206,428	-	206,428
Restricted	248,721	34,723	3,892,803	1,456,074	5,632,321
Assigned	-	-	4,252	-	4,252
Total Fund Balances	248,721	34,723	4,103,483	1,456,074	5,843,001
Total Liabilities and Fund Balances	\$ 650,963	914,771	4,107,052	1,468,735	7,141,521

See Independent Auditors' Report.

CITY OF JOHNSON CITY, TENNESSEE
COMBINING STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
SCHOOL FUNDS
For the Fiscal Year Ended June 30, 2024

	School Federal Projects Fund	Special School Projects Fund	School Food Service Fund	Internal School Fund	Total School Funds
Revenues					
Federal Government	\$ 7,451,863	-	3,186,401	-	10,638,264
State of Tennessee	-	2,209,523	32,274	-	2,241,797
Charges for Services	-	-	719,523	-	719,523
Investment Earnings	-	-	1,465	-	1,465
Miscellaneous	-	-	274,728	2,212,990	2,487,718
Total Revenues	7,451,863	2,209,523	4,214,391	2,212,990	16,088,767
Expenditures					
Current					
Education	6,284,669	1,710,126	-	2,290,510	10,285,305
School Food Service	-	-	3,957,721	-	3,957,721
Capital Outlay	1,065,304	577,281	322,733	-	1,965,318
Debt Service					
Principal	113,458	74,400	-	-	187,858
Interest	7,354	-	-	-	7,354
Total Expenditures	7,470,785	2,361,807	4,280,454	2,290,510	16,403,556
Excess (Deficiency) of Revenues Over (Under) Expenditures	(18,922)	(152,284)	(66,063)	(77,520)	(314,789)
Other Financing Sources (Uses)					
Transfers In	19,005	12,635	-	-	31,640
Transfers Out	(86,109)	-	-	-	(86,109)
Subscription Issuance	-	74,400	-	-	74,400
Total Other Financing Sources (Uses)	(67,104)	87,035	-	-	19,931
Net Change in Fund Balances	(86,026)	(65,249)	(66,063)	(77,520)	(294,858)
Fund Balances, July 1, 2023	334,747	99,972	4,287,818	1,533,594	6,256,131
Purchase Method Inventory Adjustment	-	-	(118,272)	-	(118,272)
Fund Balances, July 1, 2023 Adjusted	334,747	99,972	4,169,546	1,533,594	6,137,859
Fund Balances, June 30, 2024	\$ 248,721	34,723	4,103,483	1,456,074	5,843,001

See Independent Auditors' Report.

CITY OF JOHNSON CITY, TENNESSEE
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE -
BUDGET AND ACTUAL
SCHOOL FEDERAL PROJECTS FUND
For the Fiscal Year Ended June 30, 2024

	Budgeted Amounts		Actual Amounts	Variance with Final Budget - Positive (Negative)
	Original	Final		
Revenues				
Federal Government	\$ 10,415,796	9,294,200	7,451,863	(1,842,337)
Total Revenues	10,415,796	9,294,200	7,451,863	(1,842,337)
Expenditures				
Education				
Other	547,207	324,257	95,406	228,851
Personnel Services	6,570,246	7,246,654	5,870,631	1,376,023
Purchased Services	15,326	38,204	30,725	7,479
Supplies	451,667	524,353	287,907	236,446
Total Education	7,584,446	8,133,468	6,284,669	1,848,799
Capital Outlay	2,831,350	1,073,477	1,065,304	8,173
Debt Service				
Principal	-	-	113,458	(113,458)
Interest	-	-	7,354	(7,354)
Total Debt Service	-	-	120,812	(120,812)
Total Expenditures	10,415,796	9,206,945	7,470,785	1,736,160
Excess (Deficiency) of Revenues Over (Under) Expenditures	-	87,255	(18,922)	(106,177)
Other Financing Sources (Uses)				
Transfer In	-	-	19,005	19,005
Transfer Out	-	-	(86,109)	(86,109)
Total Other Financing Sources (Uses)	-	-	(67,104)	(67,104)
Net Change in Fund Balance	-	87,255	(86,026)	(173,281)
Fund Balance, July 1, 2023	334,747	334,747	334,747	-
Fund Balance, June 30, 2024	\$ 334,747	422,002	248,721	(173,281)

See Independent Auditors' Report.

CITY OF JOHNSON CITY, TENNESSEE
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE -
BUDGET AND ACTUAL
SPECIAL SCHOOL PROJECTS FUND
For the Fiscal Year Ended June 30, 2024

	Budgeted Amounts		Actual Amounts	Variance with Final Budget - Positive (Negative)
	Original	Final		
Revenues				
State of Tennessee	\$ 3,126,073	3,837,388	2,209,523	(1,627,865)
Total Revenues	3,126,073	3,837,388	2,209,523	(1,627,865)
Expenditures				
Education				
Other	-	246,410	134,170	112,240
Personnel Services	1,133,912	1,348,288	1,267,097	81,191
Purchased Services	-	342,620	67,308	275,312
Supplies	661,700	418,258	241,551	176,707
Total Education	1,795,612	2,355,576	1,710,126	645,450
Capital Outlay	1,350,000	1,501,351	577,281	924,070
Debt Service				
Principal	-	-	74,400	(74,400)
Total Debt Service	-	-	74,400	(74,400)
Total Expenditures	3,145,612	3,856,927	2,361,807	1,495,120
Excess (Deficiency) of Revenues Over (Under) Expenditures	(19,539)	(19,539)	(152,284)	(132,745)
Other Financing Sources (Uses)				
Transfer In	19,539	19,539	12,635	(6,904)
Subscription Issuance	-	-	74,400	74,400
Total Other Financing Sources (Uses)	19,539	19,539	87,035	67,496
Net Change in Fund Balance	-	-	(65,249)	(65,249)
Fund Balance, July 1, 2023	99,972	99,972	99,972	-
Fund Balance, June 30, 2024	\$ 99,972	99,972	34,723	(65,249)

See Independent Auditors' Report.

CITY OF JOHNSON CITY, TENNESSEE
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE -
BUDGET AND ACTUAL
SCHOOL FOOD SERVICE FUND
For the Fiscal Year Ended June 30, 2024

	Budgeted Amounts		Actual Amounts	Variance with Final Budget - Positive (Negative)
	Original	Final		
Revenues				
Federal Government	\$ 3,100,000	3,130,700	3,186,401	55,701
State of Tennessee	35,000	35,000	32,274	(2,726)
Charges for Services	688,600	660,000	719,523	59,523
Investment Earnings	1,000	1,000	1,465	465
Miscellaneous	44,000	44,000	274,728	230,728
Total Revenues	3,868,600	3,870,700	4,214,391	343,691
Expenditures				
School Food Service				
Other	326,000	162,500	164,163	(1,663)
Personnel Services	1,780,932	1,832,932	1,816,727	16,205
Purchased Services	285,000	417,000	410,051	6,949
Supplies	1,408,300	1,387,800	1,566,780	(178,980)
Total School Food Service	3,800,232	3,800,232	3,957,721	(157,489)
Capital Outlay	68,368	418,368	322,733	95,635
Total Expenditures	3,868,600	4,218,600	4,280,454	(61,854)
Net Change in Fund Balance	-	(347,900)	(66,063)	281,837
Fund Balance, July 1, 2023	4,287,818	4,287,818	4,287,818	-
Purchase Method Inventory Adjustment	-	-	(118,272)	(118,272)
Fund Balance, July 1, 2023 Adjusted	4,287,818	4,287,818	4,169,546	(118,272)
Fund Balance, June 30, 2024	\$ 4,287,818	3,939,918	4,103,483	163,565

See Independent Auditors' Report.

**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING
AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL
STATEMENTS PERFORMED IN ACCORDANCE WITH
GOVERNMENT AUDITING STANDARDS**

To the Honorable Mayor and Board of Commissioners
City of Johnson City, Tennessee

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the City of Johnson City, Tennessee (the "City"), as of and for the fiscal year ended June 30, 2024, and the related notes to the financial statements, which collectively comprise the City's basic financial statements and have issued our report thereon dated December 31, 2024. In addition, we have audited the discretely presented component units of the City. This report does not include the results of the testing of internal control over financial reporting or compliance and other matters that are reported in those separately issued audit reports for the Johnson City Public Library, Johnson City Development Authority and Johnson City Energy Authority (dba Brightridge).

Our report includes a reference to other auditors' who audited the financial statements of City of Johnson City, Tennessee's School's Internal School Fund as described in our report on the City's financial statements. This report does not include the results of the other auditors' testing of internal control over financial reporting or compliance and other matters that are reported on separately by those auditors.

Report on Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the City's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the City's financial statements will not to be prevented, or detected and corrected, on a timely basis.

City of Johnson City, Tennessee
Independent Auditors' Report on
Internal Control over Financial Reporting
and on Compliance and Other Matters

A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We consider the deficiency described in the accompanying schedule of findings and questioned costs as item 2024-001 to be a significant deficiency.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that have not been identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. We identified certain deficiencies in internal control, described in the accompanying schedule of findings and questioned costs as item 2024-001 that we consider to be significant deficiencies.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the City's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed an instance of noncompliance or other matters that is required to be reported under *Government Auditing Standards* and which is described in the accompanying schedule of findings and questions costs as item 2024-001.

City of Johnson City, Tennessee's Response to Findings

Government Auditing Standards requires the auditor to perform limited procedures on the City's response to the findings identified in our audit and described in the accompanying schedule of findings and questioned costs. The City's response and management's corrective action plan were not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on them.

Purpose of This Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the City's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Blackburn, Childers + Steagall, PC

BLACKBURN, CHILDERS & STEAGALL, PLC
Johnson City, Tennessee

December 31, 2024

**INDEPENDENT AUDITORS' REPORT ON COMPLIANCE FOR EACH
MAJOR PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE
REQUIRED BY THE UNIFORM GUIDANCE**

To the Honorable Mayor and Board of Commissioners
City of Johnson City, Tennessee

Report on Compliance for Each Major Federal Program

Opinion on Each Major Federal Program

We have audited the City of Johnson City, Tennessee's (the "City") compliance with the types of compliance requirements identified as subject to audit in the *OMB Compliance Supplement* that could have a direct and material effect on each of the City's major federal programs for the fiscal year ended June 30, 2024. The City's major federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

In our opinion, the City complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the fiscal year ended June 30, 2024.

Basis for Opinion on Each Major Federal Program

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditors' Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of the City and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of the City's compliance with the compliance requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to the City's federal programs.

City of Johnson City, Tennessee
Independent Auditors' Report on
Compliance for Each Major Program
and on Internal Control over Compliance

Auditors' Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the City's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the City's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the City's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of the City's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Report on Internal Control Over Compliance

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis.

City of Johnson City, Tennessee
Independent Auditors' Report on
Compliance for Each Major Program
and on Internal Control over Compliance

A significant deficiency in internal control over compliance is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditors' Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Blackburn, Childers + Steagall, PC

BLACKBURN, CHILDERS & STEAGALL, PLC
Johnson City, Tennessee

December 31, 2024

CITY OF JOHNSON CITY, TENNESSEE
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
For the Fiscal Year Ended June 30, 2024

SECTION I - SUMMARY OF AUDITORS' RESULTS

1. The auditors' report expresses an unmodified opinion on the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the City of Johnson City, Tennessee (the "City").
2. No material weaknesses are reported. There is one significant deficiency reported relating to the audit of the financial statements.
3. There is one instance of noncompliance material to the financial statements of the City, which are required to be reported in accordance with *Government Auditing Standards*, and disclosed during the audit.
4. No material weaknesses in internal control over major federal award programs are disclosed during the audit of the City.
5. The auditors' report on compliance for the major federal award programs for the City expresses an unmodified opinion on all major federal programs.
6. There are no audit findings relative to the major federal award programs that are required to be disclosed in accordance with Title 2 U.S. CFR section 200.516(a) of the Uniform Guidance.
7. The programs tested as major programs were as follows:

<u>Program</u>	<u>Federal Assistance</u> <u>Number</u>
Special Education Cluster (IDEA)	84.027 / 84.173
Highway Planning and Construction Cluster	20.205
COVID 19 – Coronavirus State and Local Fiscal Recovery Funds	21.027
Federal Transit Cluster	20.507

8. The threshold for distinguishing Types A and B programs was \$750,000.
9. The City was determined to not be a low-risk auditee.

CITY OF JOHNSON CITY, TENNESSEE
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
For the Fiscal Year Ended June 30, 2024

SECTION II - FINANCIAL STATEMENT FINDINGS

Current Fiscal Year Findings

2024-001: Significant Deficiency - Signature Stamps

- **Criteria:** All check disbursements should be approved by an authorized individual. *Tennessee Code Annotated* does not provide authority for the use of a signature stamp for this procedure. Internal controls over the use of the signature stamp are inherently weak.
- **Condition:** During the audit, it was noted that some of the authorized check signers have signature stamps that were utilized to affix a signature to checks. Additionally, the signature stamps were not secured and had been accessed and used by individuals other than the signer.
- **Cause:** The signature stamps were utilized as a means of convenience when the signers were unavailable.
- **Effect:** Disbursements could have been approved by individuals other than the approved signers.
- **Recommendation:** The City of Johnson City should discontinue the use of signature stamps immediately at any and all locations. All checks should be physically signed by authorized check signers for the City of Johnson City.
- **City of Johnson City, Tennessee Management's Response:** Management acknowledges the auditor's finding regarding the use of a signature stamp and agrees that it is important to maintain the integrity and security of authorization processes. Effective immediately, the use of signature stamps will be discontinued for all documentation requiring approval. All future approvals will be by handwritten signature to ensure accountability and compliance with internal controls. Additionally, the school system will work with the software vendor towards setting up electronic signatures for the food service department for the approval process to be consistent with procedures with in place within the school system's finance department.

SECTION III - FEDERAL AWARD FINDINGS AND QUESTIONED COSTS

None Reported.

CITY OF JOHNSON CITY, TENNESSEE
SUMMARY SCHEDULE OF PRIOR YEAR FINDINGS
For the Fiscal Year Ended June 30, 2024

Financial Statement Findings

Original Finding Number	Prior Fiscal Year Finding Number	Finding Title	Status / Current Fiscal Year Finding Number
2021-002	2023-001	Material Weakness - Bank Reconciliations	Corrected
2022-003	2023-002	Material Weakness - Accurate Financial Reporting	Corrected
2022-004	2023-003	Significant Deficiency - Cash Disbursements and Purchasing	Corrected

Federal Award Findings and Questioned Costs

None Reported.

December 31, 2024

Blackburn, Childers & Steagall, PLC
P. O. Box 3745
Johnson City, Tennessee 37602

RE: Management's Corrective Action Plan June 30, 2024

Name of Contact Person

Stephanie Laos, Finance Director

Signature: Stephanie S. Laos

2024-001: Signature Stamps

- Management acknowledges the auditor's finding regarding the use of a signature stamp and agrees that it is important to maintain the integrity and security of authorization processes. Effective immediately, the use of signature stamps will be discontinued for all documentation requiring approval. All future approvals will be by handwritten signature to ensure accountability and compliance with internal controls. Additionally, the school system will work with the software vendor towards setting up electronic signatures for the food service department for the approval process to be consistent with procedures with in place within the school system's finance department.

Anticipated Completion Date

December 1, 2024



UPDATED 3/04/2025 CBryant

- 44 total slides
- 1 video
 - slide 23 - sexting (2:00)
- 2 graphics
 - slide 21 - statistics on sexting
 - slide 22 - statistics on sexting
- 2 graphics

Content from Advanced Online Safety For High School from [NetSmartz](#) - a program of the National Center for Missing & Exploited Children

Family Life Curriculum Day 7

Tennessee Code Annotated (2024):

TCA § 49-6-1304 requires that instruction as part of a family life curriculum include instruction on the prevention of internet crimes against children involving sexting, sextortion, and the exploitation of a minor.

Tennessee Academic Standards for Lifetime Wellness (2024):

HS.TS.1 Identify how people utilize technology to build relationships and to abuse and exploit relationships.

HS.TS.2 Identify the risks associated with sexting.

HS.TS.3 Define online sexual exploitation.

HS.TS.4 Explain ways to create and maintain a safe, positive online environment.



Standards:

Tennessee Academic Standards for Lifetime Wellness (2024):

HS.TS.1 Identify how people utilize technology to build relationships and to abuse and exploit relationships.

HS.TS.2 Identify the risks associated with sexting.

HS.TS.3 Define online sexual exploitation.

HS.TS.4 Explain ways to create and maintain a safe, positive online environment.

Law:

49-6-1304. Family life instruction.

(C) Internet crimes against children involving sexting, sextortion, and the exploitation of a minor, which includes the following offenses:

(i) Solicitation of a minor, as defined in § 39-13-528;

(ii) Soliciting sexual exploitation of a minor, as defined in § 39-13-529(a);

(iii) Exploitation of a minor by electronic means, as defined in § 39-13-529(b);

(iv) Sexual exploitation of a minor, as defined in § 39-17-1003;

(v) Aggravated sexual exploitation of a minor, as defined in § 39-17-1004; and

(vi) Especially aggravated sexual exploitation of a minor, as defined in § 39-17-1005

Overview of Day:

It's important to talk about online safety with your family and friends to help you and others have positive online experiences. This presentation will remind you about how you can be safe online and also provide you with some information to help

others be safe online and avoid risks like:

- Dealing with unwanted sexual requests.
- What could happen for sharing too much information online.
- Being cyberbullied or engaging in cyberbullying.
- Facing victimization from other people resharing their photos online.
- Enduring sextortion.

Even if you know how to avoid all of these things, there are some teens who do not. One of them could be your friend, sibling, or classmate. Good digital citizens protect themselves and others online.

Family Life Curriculum Day 7

Learning Targets:

Explain the importance of discussing online safety with my family and friends to promote positive online experiences.

Identify potential online risks, including unwanted sexual requests, oversharing personal information, cyberbullying, photo misuse, and sextortion.

Describe the consequences of unsafe online behavior and how it can impact myself and others.

Demonstrate strategies to protect myself online and respond to unsafe situations effectively.

Advocate for online safety by helping myself and others make responsible digital choices and create a safer and more respectful online community.

3

Standards:

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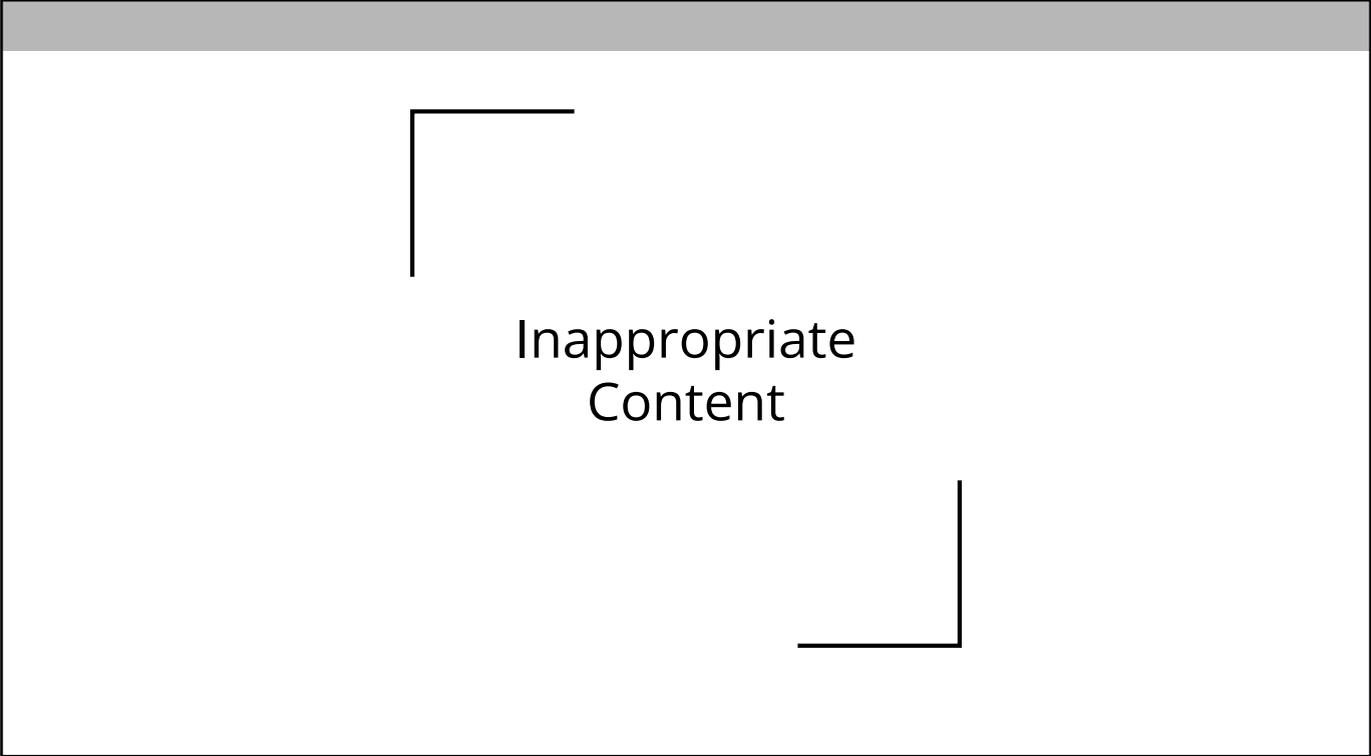
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Inappropriate Content

Standards:

Law:

49-6-1304. Family life instruction.

(10) Educate students on the age of consent, puberty, pregnancy, childbirth, sexually transmitted diseases, including but not limited to HIV/AIDS, and the financial and emotional responsibility of raising a child;

Presenter Notes:



Understand

Vocabulary introduced in this lesson:

- HERE

5

START HERE 3/5/2025

Standards:

Law:

49-6-1304. Family life instruction.

Presenter Notes:

This lesson refers to content covered in Day 7 - Life Online

The words on this slide will be covered in the lesson.

Words and definitions HERE

Inappropriate content



Facilitator Notes:

We all have had interactions or situations on apps or games **that made us feel uncomfortable**. Maybe you had a conversation that did not make you feel good, or you were tagged in a picture where you did not like how you looked, or the comment left on your post was not nice. Maybe you were the one that left that no-so-nice comment or posted a picture without asking permission from your friends in the photo. Unfortunately, these interactions can cause more problems than just making you feel uncomfortable.

These are some of the **behaviors that can put you at risk**:

- Sending mean or rude messages.
- Sharing or **resharing** inappropriate pictures through online posts or text messages.
- Talking about adult subjects, like sex, with people you just met online, or only know online. It is best to avoid having adult-subject conversations online.

By now, you probably know there is a lot of inappropriate, harmful, and even dangerous content online – and some of it is stuff that you don't want to see.

Many teens handle this inappropriate content by navigating away from it or by reporting it.

Now that you're older, it's not only important to **avoid inappropriate content online**, but to refrain from **posting** it yourself. You should be cautious about posting images and comments that are inappropriate, content that includes:

- Drinking, drug use, and other criminal activities.
- Hate speech, such as slurs against someone.
- Lewd or offensive gestures.
- Profanity.
- Revealing or suggestive images.
- Threats.

Posting these things may:



- Ruin your reputation
- Get you in trouble with your parents, school, or the law
- Damage future opportunities

Posting these things online, whether a private or public post, may:

- Lead to your friends and peers gossiping about you or avoiding you.
- Get you in trouble with your parents, school, or the law.
- Damage present or future opportunities like school sports teams or clubs.
- Open the door for others to bully or even blackmail you.
- Cause you emotional harm.

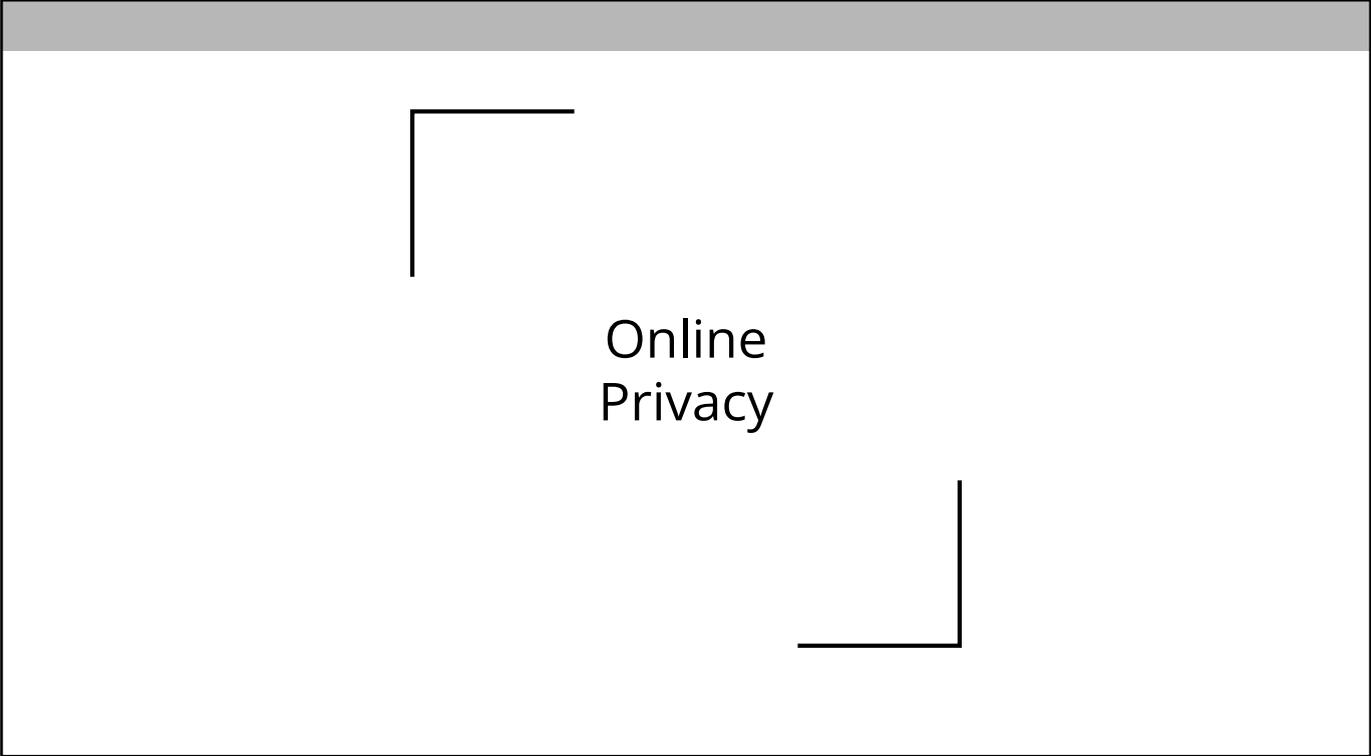
Ask yourself



Defining what information is inappropriate can be tricky, but here's a good rule of thumb. If it can get you in trouble **offline**, it will probably get you in trouble **online** too.

In order to limit misunderstandings, consider the following before posting content online:

- Would the adults in my life – parents, relatives, teachers, coaches, and employers – think this is appropriate?
- Could this get me into trouble at school or with my sports team, club, or the law?
- Who might be hurt or embarrassed by this content?
- Does my post give any information about me or another person that should not be shared?
- What does this content say about the kind of person I am? Is that how I want to be seen?
- How could this impact my future opportunities, such as scholarships, college acceptances, and employment?
- How would I feel if someone did this to me or to someone I love?



Online
Privacy



Understand

Vocabulary introduced in this lesson:

- HERE

10

Standards:

Law:

49-6-1304. Family life instruction.

Presenter Notes:

This lesson refers to content covered in Day 7 - Life Online

The words on this slide will be covered in the lesson.

Words and definitions HERE

Personal information



Take a minute to think about how much information you are comfortable sharing online. Are you the type of person who posts status updates 12 times a day or 12 times a year? No matter which type of sharer you are, you should be careful about sharing personal information like:

- Passwords.
- Home address.
- Location.
- Home/cell phone number.
- Email address.
- Vacation plans/logistics.
- Family dynamics.
- Family information.

It's not that you should never share this information. There are a lot of great, legitimate sites that require it. **But once you put information online, it's easy to lose control of who sees it and what they do with it. Revealing personal information online can make you a target** for identity theft, scams, computer hacks, and other trouble.

Emphasize that it is important to keep some things private, whether online or offline. You would not share every detail of your life with all the students in your school, right?

TMI

Online information can:

- Spread quickly and to a lot of people
- Reach people that you don't want it to
- End up somewhere unexpected



It can be easy to put a little bit too much information about yourself in a lot of places online. You may not even realize how much you're sharing.

Let's try to **be careful about how much you share because** online information can:

- Spread quickly and to a lot of people.
- Reach people that you don't want it to reach.
- Be captured without you noticing. You do not know if someone took a screenshot of your info, pictures, or video.

The internet doesn't keep things private just because you want it to. You should even be careful about what you post when using apps that promise anonymity, such as Discord, Whisper, or Snapchat. Privacy cannot be guaranteed online.

You should not share information about your life that should be private because this can lead to harassment, blackmail, and/or stalking.



Online privacy

To maintain privacy and safety, avoid doing the following:

- Having your geolocation as a default setting in apps or games or showing it in social media posts
- Sharing family information, such as your parents' place of work
- Telling other people your passwords
- Disclosing details or private information about your life
- Moving conversations to a private platform (for example: moving from a game chat to Snapchat or another private chat)
- Sharing or forwarding explicit content

Facilitator Notes:

Usually OK to share

- **Pictures of family and friends:** as long as they are posted with permission from the caregiver and the people in the picture.
- **Casual conversation in a game:** Many kids play computer games or games on a console like Xbox that allows them to talk to other players. This kind of casual conversation is usually fine if you stick to talking about the game, but remember to ask for help if someone makes you uncomfortable or asks very personal questions.
- **Geolocation:** Sharing with family and close friends for safety is OK.
- **Family Information:** It is OK to share general info about your family, for example, saying you have a sister or you are from a small family, but it should be a red flag if the person asks specific or too many questions, such as, what time do your parents get home from work? What school does your sister go to? What time is your soccer practice and where? Where do you go to high school?

However, there are certain pieces of personal information that you definitely don't want to reveal.

Not OK to share:

- **Geolocation:** Posting pictures, videos, or live streaming should not include geolocation, especially if it shows your school, home address, or other places you visit frequently.
- **Family Information:** Don't share information like your parents' work, siblings' schools, or daily activities with people you talk to online.
- **Passwords:** Don't share passwords with anyone online or offline.
- **Videos/Photos/Live Streaming in secluded places:** Don't share pictures, videos, or live streams from secluded places (like bedrooms or bathrooms) with people online, and it should be a red flag if you get this request.
- **Details/private information your life:** One of the tactics of grooming is relating with people by sharing common interests. Some things, like the sports you like to play, may be OK. However, very specific details or family dynamic information should not be shared with people online.
- **Sharing explicit content:** Sharing or forwarding explicit content is unsafe and often illegal. Report to a parent or other trusted adult if you receive requests for explicit content or are forwarded explicit content.
- **Moving conversations to a private platform:** Even though you might feel more comfortable talking to friends in a private chat app like Snapchat, WhatsApp, or Instagram, it is important to remember that is not a good idea to move conversations from the game chat platform to a private chat because some people might not have the best intentions. It is safer to keep conversations in more general and public settings, if possible.

What you can do

- Have a different password for each account
- Use privacy settings
- Choose carefully who you 'friend'
- Limit access to your location
- Look for the lock symbol or "https"
- Don't share anyone else's personal information
- Don't share passwords
- Verify offline before helping friends and family that requested help online

Facilitator Notes

Guard your personal information online:

- **Create strong passwords** like long phrases that are easy for only you to remember (include numbers and special characters) and change your password frequently.
- **Use privacy settings** to limit who has access to your information. This can change often, so don't forget to check regularly and make sure your information is still limited to the people that you want to see it.
- **Choose carefully who you 'friend'** Even though you can have meaningful relationships online and offline, it is important to maintain privacy online as you would in person; you do not share everything about your life with every friend you have or with the whole school. The same principle applies online.
- **Limit access to your location.** A lot of services and devices have GPS capabilities, which let you share where you are. For example, geolocation tags may be automatically embedded in the pictures you take with smartphones and tablets. Make sure to disable these functions and only give your closest friends and immediate family the information about your whereabouts.
- **Look for a lock symbol or "https"** in the address bar of websites that ask for financial information.

- **Don't share others' personal information** – for example, never share a friend's cell number online.
- **Don't share passwords** even with close friends, a boyfriend, or a girlfriend, or with family members who ask for it online.
- **Do not help friends or family that contact you online** through social media, email, or texts asking you for information, favors, or to click links. This could be a scam. Call and confirm before and ask your parents/caregivers.
- **Be very cautious about answering** DMs, chats, or emails sent to you by people you don't know.

Suggested activity/info sheet

NetSmartz Workshop offers the tip sheet “Social Media Safety for Teens” at [NCMEC.org/NetSmartz/resources#tipsheets](https://www.ncmec.org/NetSmartz/resources#tipsheets)



Online Enticement (also called “solicitation”)

39-13-528. Offense of solicitation of a minor.

(a) It is an offense for a person eighteen (18) years of age or older, by means of oral, written or electronic communication, electronic mail or internet services, directly or through another, to intentionally command, request, hire, persuade, invite or attempt to induce a person whom the person making the solicitation knows, or should know, is less than eighteen (18) years of age, or solicits a law enforcement officer posing as a minor, and whom the person making the solicitation reasonably believes to be less than eighteen (18) years of age, to engage in conduct that, if completed, would constitute a violation by the soliciting adult of one (1) or more of the following offenses:

- (1) Rape of a child, pursuant to § 39-13-522;
- (2) Aggravated rape, pursuant to § 39-13-502;
- (3) Rape, pursuant to § 39-13-503;
- (4) Aggravated sexual battery, pursuant to § 39-13-504;
- (5) Sexual battery by an authority figure, pursuant to § 39-13-527;
- (6) Sexual battery, pursuant to § 39-13-505;
- (7) Statutory rape, pursuant to § 39-13-506;
- (8) Especially aggravated sexual exploitation of a minor, pursuant to § 39-17-1005;
- (9) Sexual activity involving a minor, pursuant to § 39-13-529;
- (10) Trafficking for commercial sex acts, pursuant to § 39-13-309;
- (11) Patronizing prostitution, pursuant to § 39-13-514;

- (12) Promoting prostitution, pursuant to § 39-13-515; or
- (13) Aggravated sexual exploitation of a minor, pursuant to § 39-17-1004.



Understand

Vocabulary introduced in this lesson:

- HERE

16

Standards:

Law:

49-6-1304. Family life instruction.

Presenter Notes:

This lesson refers to content covered in Day 7 - Life Online

The words on this slide will be covered in the lesson.

Words and definitions HERE

Online Enticement

Online enticement involves an individual communicating with someone believed to be a child via the internet with the intent to commit a sexual offense or abduction.



Online enticement involves an individual communicating with someone believed to be a child via the internet with the intent to commit a sexual offense or abduction.

This is a broad category of online exploitation, and it includes [sexortion](#), in which a child is groomed to take sexually explicit images and/or **ultimately meet** face-to-face with someone for sexual purposes, or to engage in a sexual conversation online, or, in some instances, to sell and/or trade the child's sexual images.

This type of victimization takes place across all types of online and social media platforms.

Grooming

Someone trying to groom you might:

- Flatter you
- Discuss adult subjects
- Sends you gifts
- Ask you to keep secrets
- Turn you against your family
- Share or ask for revealing images
- Blackmail you



Defining Grooming

- One tactic used in grooming is keeping the child isolated and unable to speak out.
- Someone trying to groom you might... (read the slide bullet points).
 - Flatter you
 - Discuss adult subjects, like sex
 - Send you gifts, like cell phones, bus tickets, or money
 - Ask you to keep secrets, such as not telling anyone about your relationship with them
 - Turn you against your family and friends; they want you to depend on them
 - Share or ask for revealing images
 - Blackmail you

The grooming process varies:

- In some cases, the grooming process may take a long time
- In other cases, it may only take hours
- If someone is threatening you, tell an adult that you trust and/or report it to

- Anything that makes you uncomfortable, afraid, upset, or is inappropriate should be reported whether or not there are signs of grooming.
- Talk to a trusted adult right away.
- Make a report.

If you've shared revealing images or secrets with someone, they may threaten to make them public unless you send more content or money. This type of blackmail is called sextortion, and it is a crime. If someone is threatening you, you should not give in. Instead, tell an adult you trust and/or report it to law enforcement immediately. Remember that sextortion is a crime, and you should not deal with this on your own.

It is important to know that a person might do something harmful to you online even without any of these grooming behaviors. Anything that makes you uncomfortable, afraid, upset, or is inappropriate should be reported, whether or not it is a sign of grooming. Talk to a trusted/safe adult right away about any online behavior that is inappropriate, or if you think someone might be grooming you to do something dangerous or inappropriate.

To learn more about grooming:

<https://www.d2l.org/child-grooming-signs-behavior-awareness/>

When **inappropriate** requests go too far...

Sometimes sexual solicitations can develop into dangerous relationships with adults. In these cases, the adult tries to gain your trust by offering affection, attention, gifts, or other goods.

They may even try to meet you offline. Sometimes you may meet someone online and the conversation quickly turns into sexual solicitation.

This behavior is called grooming, and it can be difficult to identify because while many of your offline and online friends have your best interests at heart, some may not. As a result, it is important to be careful with inappropriate requests.



Facilitator Notes:

Some people are so good at manipulating others that sometimes we don't even realize we've been tricked.

Can you imagine what tactics a person might use to convince a teen that they are also a teen? How hard is it to make a fake profile and convince someone that it is a real person?

What tactics might an online predator use to convince a teen that they are also a teen? Consider how hard (or easy) it may be for a person to create a fake profile to appear as if they're a real person.

Teens might be afraid to speak out about it because:

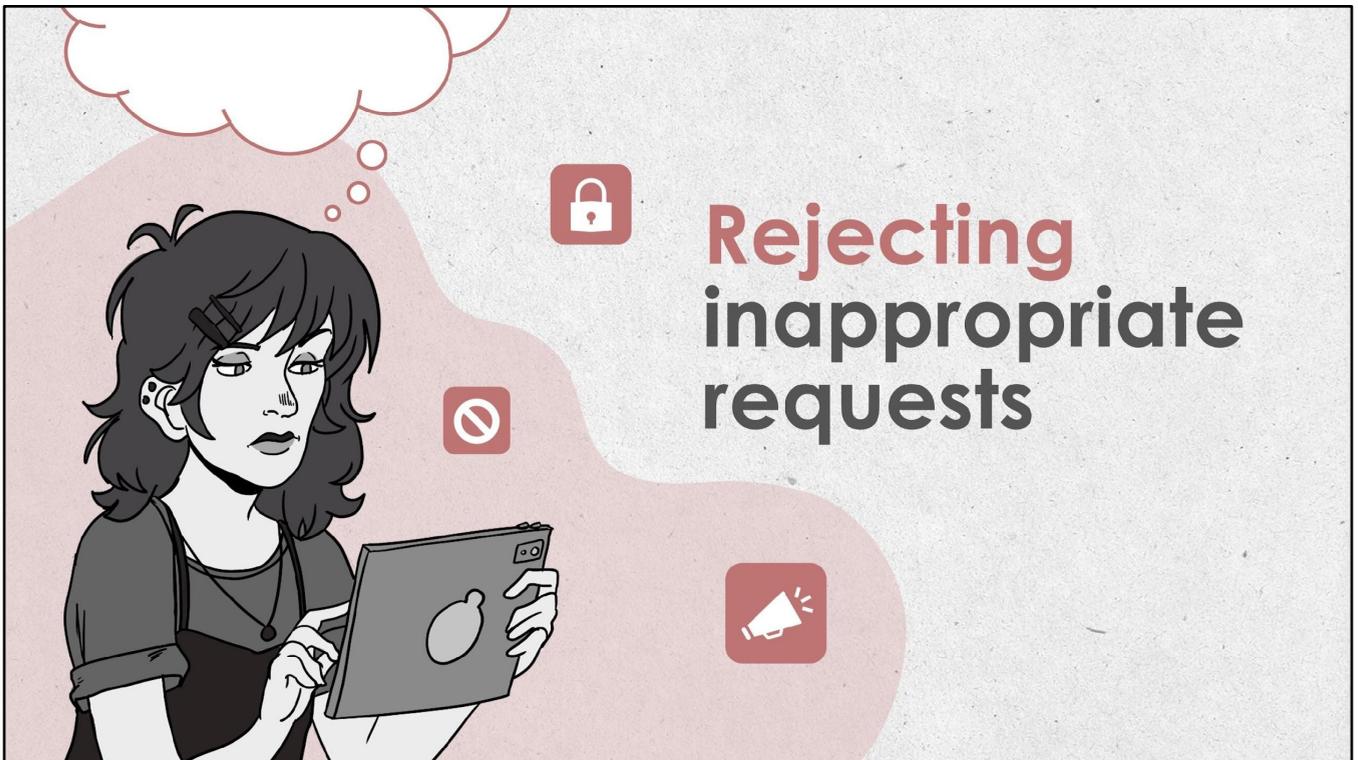
- They've been threatened.
- They feel guilty and think that people will blame them.
- They think that no one will believe them.
- They feel confused and do not know what to do.
- They feel alone and do not know who they can reach out to for help.
- Boys may feel more embarrassed if this happens to them.

It might seem easy to tell if someone online is not who they say they are, but according to **NCMEC's CyberTipline**, **many people go to great lengths and are really skilled at pretending to be someone they are not.**

It's never your fault, and you should not be ashamed to tell someone and ask for help. The fault lies with the adult because responsible adults do not start or have romantic relationships with teens.

Red flags:

- If an adult acts interested in a romantic relationship with you or offers you a job without reaching out to your parents/caregivers for their permission.
- If you meet a very cute person your age and things move super-fast right after you start chatting (sometimes people use other people's pictures to create a fake account and to groom teens).
- Making the relationship extremely sexual (asking you a lot of questions about sex, complimenting you mostly about your looks/image, and/or sexualizing most conversations).
- Isolating you from your friends and family.
- Changes in temperament (sometimes they're really nice and sweet and other times they're angry, controlling, or jealous).
- Asking you to keep secrets (your relationship, conversations, etc.).
- Making you feel like they are the only one who understands you.
- Overall, you feel unhappy, confused, and guilty about the relationship.



Facilitator Notes:

Let's talk about who you're talking to. It's important to remember that some people don't have the best intentions and may make inappropriate requests. Sometimes you can feel pressured to comply with the request because you may really like the person and not want to lose that connection, or sometimes, you really want to send a picture because you feel that there are some benefits. For example, it might make you feel validated, or you want to take your relationship further. But remember that people who care for you will not do things that could hurt you or put you at risk.

Sometimes, things are just **happening too fast, and you make snap decisions** to keep up with the situation. But **remember that it is not common for teens to send explicit images or videos. If someone is asking you or pressuring you into sending compromising photos, you should step back, think about it, and talk to a friend or trusted adult.** See how you feel and again, take some time to think about it before you decide.

As you think about it, you might find out that the person asking may not have your best interest at heart, or you might not want to send it.

Also, it is important to keep in mind that **if the request is unwanted or made by an adult, then it's called a sexual solicitation.**

Here are some examples of solicitation:

- You're in a video chat with someone online and he asks you to pull up your shirt.
- A friend keeps asking you for revealing pictures even though you keep saying no.
- You're talking to someone on a social media site who asks you sexual questions and wants to meet up.

If another teen or an adult asks you to do something like this, you don't have to do it. Some teens are bothered by these requests, while others aren't. But you **all** have the right to say **NO**.

What you can do

- Don't engage with them
- Block them
- Don't meet them offline
- Tell an adult you trust
- Report to the website/app and the **CyberTipline**
- Don't delete your account

Facilitator Notes

Even though many teens aren't bothered by these kinds of requests, **it's OK for you to be upset**. If you get any kind of unwanted sexual request, you should:

- Refuse to engage them. Refuse to talk about sex, and don't accept or share sexual images.
- Refuse to meet them offline.
- Block or unfriend the person who sent it.
- Report any inappropriate behavior to the website or app you're using.
- Talk to someone, like a friend, an older sibling, or an adult you trust.
- Refuse to comply with their request.
- Practice how you would you reject these requests.
- Identify some adults in your life that you can talk with and get advice or help.

Sometimes it can be difficult to identify an adult you can talk to. If you can't find an adult to talk with, please reach out to NCMEC – we are here to help.

Telling an adult that you trust is important, even if you've already handled the situation. Some teens don't want to talk to an adult because they:

- Worry the adult will overreact.

- Are afraid they'll be blamed.
- Think the adult can't help.
- Are embarrassed.
- Will get in trouble.
- Do not feel safe sharing that information with the adults in their lives.
- Feel shame, embarrassment, and guilt.
- Think they can handle the situation alone.

But telling someone like a teacher, school counselor, parent, or other relative can be a good move. They can help you take the next steps, such as deciding what evidence to save. They can also help you get some perspective about the situation. No one should make you uncomfortable online, especially adults. Get an adult that you feel comfortable talking with to help you handle and report the situation.

Report anyone who:

- Sends you adult images
- Asks you to send images of yourself
- Talks to you about adult subjects
- Asks you to meet offline
- Is blackmailing you into sending money or more content
- Reshares your images



REPORT to



Facilitator Notes:

An adult can also help you report to law enforcement and NCMEC's CyberTipline. All reports made to NCMEC's CyberTipline are made available to law enforcement for their review and investigation. They have specialized training on these types of cases, and they want to help.

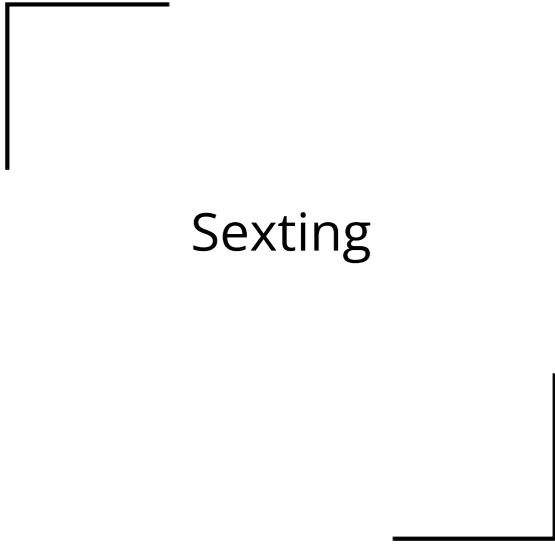
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- Anyone who asks you to send images of yourself.
- Anyone who talks to you about adult subjects.
- Anyone who asks you to meet offline.
- Anyone who is blackmailing you into sending money or more content.
- Anyone who reshares your images.

It may seem easier to just ignore these kinds of requests instead of reporting them, but when you make a report, you help make the internet that much safer for your friends, siblings, and peers. The person contacting you may be reaching out and doing the same thing to children who are younger or more vulnerable than you.

Do not delete your account. By doing so, you are deleting evidence that can help capture and stop this predator.

Also, they may contact you in other ways, or they may contact you again later.



Sexting

39-17-1003. Offense of sexual exploitation of a minor.

(a) It is unlawful for any person to knowingly possess material that includes a minor engaged in:

(1) Sexual activity; or

(2) Simulated sexual activity that is patently offensive.

(b) A person possessing material that violates subsection (a) may be charged in a separate count for each individual image, picture, drawing, photograph, motion picture film, videocassette tape, or other pictorial representation. Where the number of materials possessed is greater than fifty (50), the person may be charged in a single count to enhance the class of offense under subsection (d).

(c) In a prosecution under this section, the trier of fact may consider the title, text, visual representation, internet history, physical development of the person depicted, expert medical testimony, expert computer forensic testimony, and any other relevant evidence, in determining whether a person knowingly possessed the material, or in determining whether the material or image otherwise represents or depicts that a participant is a minor.

(d) A violation of this section is a Class D felony; however, if the number of individual images, materials, or combination of images and materials, that are possessed is more than fifty (50), then the offense shall be a Class C felony. If the number of individual images, materials, or

combination of images and materials, exceeds one hundred (100), the offense shall be a Class B felony.

(e) In a prosecution under this section, the state is not required to prove the actual identity or age of the minor.

(f) It shall not be a defense to a violation of this section that a minor victim of the offense consented to the conduct that constituted the offense.

39-17-1004. Offense of aggravated sexual exploitation of a minor.

(a)

(1) It is unlawful for a person to knowingly promote, sell, distribute, transport, purchase or exchange material, or possess with the intent to promote, sell, distribute, transport, purchase or exchange material, that includes a minor engaged in:

(A) Sexual activity; or

(B) Simulated sexual activity that is patently offensive.

(2) A person who violates subdivision (a)(1) may be charged in a separate count for each individual image, picture, drawing, photograph, motion picture film, videocassette tape, or other pictorial representation. Where the number of materials involved in a violation under subdivision (a)(1) is greater than twenty-five (25), the person may be charged in a single count to enhance the class of offense under subdivision (a)(4).

(3) In a prosecution under this section, the trier of fact may consider the title, text, visual representation, internet history, physical development of the person depicted, expert medical testimony, expert computer forensic testimony, and any other relevant evidence, in determining whether a person knowingly promoted, sold, distributed, transported, purchased, exchanged or possessed the material for these purposes, or in determining whether the material or image otherwise represents or depicts that a participant is a minor.

(4) A violation of this section is a Class C felony; however, if the number of individual images, materials, or combination of images and materials that are promoted, sold, distributed, transported, purchased, exchanged or possessed, with intent to promote, sell, distribute, transport, purchase or exchange, is more than twenty-five (25), then the offense shall be a Class B felony.

(b)

(1) It is unlawful for a person to knowingly promote, sell, distribute, transport, purchase or exchange material that is obscene, as defined in § 39-17-901, or possess material that is obscene, with the intent to

promote, sell, distribute, transport, purchase or exchange the material, which includes a minor engaged in:

(A) Sexual activity; or

(B) Simulated sexual activity that is patently offensive.

(2) A person who violates subdivision (b)(1) may be charged in a separate count for each individual image, picture, drawing, photograph, motion picture film, videocassette tape, or other pictorial representation. Where the number of materials involved in a violation under subdivision (b)(1) is greater than twenty-five (25), the person may be charged in a single count to enhance the class of offense under subdivision (b)(4).

(3) In a prosecution under this section, the trier of fact may consider the title, text, visual representation, internet history, physical development of the person depicted, expert medical testimony, expert computer forensic testimony, and any other relevant evidence, in determining whether a person knowingly promoted, sold, distributed, transported, purchased, exchanged or possessed the material for these purposes, or in determining whether the material or image otherwise represents or depicts that a participant is a minor.

(4) A violation of this section is a Class C felony; however, if the number of individual images, materials, or combination of images and materials, that are promoted, sold, distributed, transported, purchased, exchanged or possessed, with intent to promote, sell, distribute, transport, purchase or exchange, is more than twenty-five (25), then the offense shall be a Class B felony.

(c) In a prosecution under this section, the state is not required to prove the actual identity or age of the minor.

(d) A person is subject to prosecution in this state under this section for any conduct that originates in this state, or for any conduct that originates by a person located outside this state, where the person promoted, sold, distributed, transported, purchased, exchanged or possessed, with intent to promote, sell, distribute, transport, purchase or exchange material within this state.

(e) It shall not be a defense to a violation of subsection (a) that the minor victim of the offense consented to the conduct that constituted the offense.

39-17-1005. Offense of especially aggravated sexual exploitation of a minor.

(a) It is unlawful for a person to knowingly promote, employ, use, assist, transport or permit a minor to participate in the performance of, or in the

production of, acts or material that includes the minor engaging in:

(1) Sexual activity; or

(2) Simulated sexual activity that is patently offensive.

(b) A person violating subsection (a) may be charged in a separate count for each individual performance, image, picture, drawing, photograph, motion picture film, videocassette tape, or other pictorial representation.

(c) In a prosecution under this section, the trier of fact may consider the title, text, visual representation, internet history, physical development of the person depicted, expert medical testimony, expert computer forensic testimony, and any other relevant evidence, in determining whether a person knowingly promoted, employed, used, assisted, transported or permitted a minor to participate in the performance of or in the production of acts or material for these purposes, or in determining whether the material or image otherwise represents or depicts that a participant is a minor.

(d) A violation of this section is a Class B felony. Nothing in this section shall be construed as limiting prosecution for any other sexual offense under this chapter, nor shall a joint conviction under this section and any other related sexual offense, even if arising out of the same conduct, be construed as limiting any applicable punishment, including consecutive sentencing under § 40-35-115, or the enhancement of sentence under § 40-35-114.

(e) In a prosecution under this section, the state is not required to prove the actual identity or age of the minor.

(f) A person is subject to prosecution in this state under this section for any conduct that originates in this state, or for any conduct that originates by a person located outside this state, where the person promoted, employed, assisted, transported or permitted a minor to engage in the performance of, or production of, acts or material within this state.

(g) It shall not be a defense to a violation of subsection (a) that the minor victim of the offense consented to the conduct that constituted the offense.



Understand

Vocabulary introduced in this lesson:

- HERE

25

Standards:

Law:

49-6-1304. Family life instruction.

Presenter Notes:

This lesson refers to content covered in Day 7 - Life Online

The words on this slide will be covered in the lesson.

Words and definitions HERE

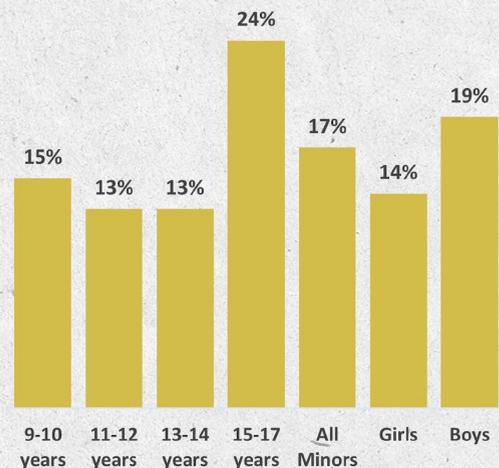
Sexting

Sexting can refer to:

- Sending nudes or partially nude pictures/videos to another
- Having sexual conversations in text messages/online

It is **not** as common as you might think it is.

Percentage of minors who say they have sent or shared a nude photo or video of themselves online



Data from "Thorn, 2021"

Facilitator Notes:

Sexting is the sharing of nude or suggestive pictures and videos through text messages. Research suggests that **19.3 percent of teens are sexting**. You may even know people who have been asked to do it.

Teens who get involved with sexting are usually:

- Joking around with friends.
- In a relationship, where a girlfriend or boyfriend asks for a photo.
- Flirting or trying to impress a crush.
- Trying to take a relationship to the next level.

Remember that if 19.3 percent of teens are sending sext messages, that means that **80 percent of teens are not**.

Not sharing a nude is definitely the safest option – and remember, it's also the most common! The majority of young people are NOT sexting. For people who choose to send nudes, it might be surprising to learn how common resharing those pictures is.

Getting a request to sext might make you feel:

- Flattered, because it means that someone thinks you're attractive
- Pressured, especially if it comes from a boyfriend, girlfriend, or crush

**Note that this data differs from the next slide's data. This data is from a study conducted by Thorn. The following slide's data is from a Meta-Analysis.*

To learn more about SG-CSAM visit

<https://www.thorn.org/resources-and-research/>

How many teens are **sexting**?

19.3%

have sent

14.5%

have forwarded

34.8%

have received

Mori, C., Park, J., Temple, J.R., Madigan, S. *Are Youth Sexting Rates Still on the Rise? A Meta-analytic Update.* Journal of Adolescent Health 70 (4). April 2022.

Researchers went in to update these numbers looking at studies from 2016 on. The numbers are higher, but not hugely so and are “statistically similar.”

Emphasize that it is not ok for **the 14.5 percent of teens who are forwarding sexts**. They are re-victimizing victims and causing the victim a great deal of harm.

**Note: remember that this data is from a Meta-Analysis study. That’s why it differs from Thorn data and does not add up to 100.*



Video link at <https://youtu.be/d5b1XZAKTIk> from website <https://www.missingkids.org/NetSmartz/Videos#yourphotofate>

As you watch “Your Photo Fate” video (2 minutes), think about how the girl feels when she gets a request to sext. Then, think about how she feels after it has been sent.

Consequences:

What are some of the consequences of sharing the photo?

- It can get lost or misplaced.
- It can be shared without permission.
- It can become a source of embarrassment, shame, and/or guilt.
- It can result in rumors, gossip, and/or cyberbullying.
- It can result in legal consequences.
- It can result in blackmail to obtain more content to get money. This is a crime, and it's called sextortion. If this has happened to you, reach out to the CyberTipline for help.

Choices:

Who made the very first choice in the video?

- Most students reply that it was the girl's decision to send or not send the picture.
- Answer: the boy's decision to ask for the photo in the first place was a conscious decision. He may or may not have realized the consequences of the ask.

What were other decisions made in the video?

- Others decided to share the photo, adding to the rumors and gossip; some students decided not to share.

Which is the better choice?

- Not sharing.

How can sharing the photo be damaging?

- Sharing contributes to an unwelcoming environment at school, as well as rumors, gossip, and/or embarrassment for the person in the photo.

How can this affect the person in the photo? (Emphasize that this can happen to boys, too.)

- The victim may not feel comfortable going to school, or she may lose concentration in class, experience slipping grades, or see a change in peer groups or social dynamics. She may also experience low self-esteem/confidence and even develop feelings of depression and/or anxiety.

Healthy Relationships:

- What was the relationship between the boy and the girl in the video? Boyfriend, friend, crush...
- In a healthy relationship, is it OK for someone to make requests that put someone else at risk? No.
- Did the girl have to comply? No.
- Why did she? She trusted him, was in love with him, or thought it would be for his eyes only.

Make the point that asking for the photo is asking the girl to put herself at risk.

There is no such thing as “for your eyes only” when technology is involved, even with the best of intentions. If the person cares about you, they would not want to risk embarrassing you or hurting you.

If you are being pressured to send inappropriate content by anyone, you can say no. If you are struggling with that decision, it can help to talk it out – reach out to a trusted adult. Feeling supported can help make tough decisions a little easier. If you trusted someone and already sent a picture, trusted adults can also help with minimizing the spread of that image.

VIDEO (length 2:00)

Video Link: CANVAS VIDEO LINK

Original link from NetSmartz Youtube Channel: <https://youtu.be/d5b1XZAKTIk>

Transcript:

0:05

You probably get lots of messages every day but what if you got one like this?

0:12

What would you do? Would you send a picture? No, cool.

0:21

That's an easy way to protect yourself. But what if you'd chosen differently?

0:29

What if you send the picture? They'd never share it with anyone else right? Do you

0:34

want the pictures shared with others? Sorry, you no longer have a choice.

0:40

It's out of your hands now. Because sometimes people we trust

0:45

break that trust. Maybe the person you sent the picture to

0:48

shows it to some friends.

0:50

Maybe they send it to a couple friends...who send it to a

0:53

couple more friends who...you got the idea. It spreads.

1:02

And you never know who might see it.

1:03

Your little brother...your mom

1:12

Other people at school. Even strangers could get a hold of your picture.

1:23

You never really know where that picture will end up...

1:28

how long it will be out there...or what the consequences will be.

1:36

Don't let others decide what happens to your image.

1:39

THINK before you share!

1:42

Learn more at NetSmartz.org.

1:44

And hey if your image is already out there,

1:48

know that it's not your fault. For information about removing sexual

1:51

pictures and videos from the internet visit missingkids.org/gethelpnow

A revealing image may:



- Get lost or misplaced
- Be passed around without your permission
- Be used to bully you
- Be used to blackmail you
- Get you in trouble

The girl in the video thinks that the boy in the video is the only person who will see the picture she sent. However, she soon learns that once she shares an image, it is out of her control. In 2021, **20 percent of kids said that they had seen a nude photo or video of someone else** without that person's knowledge.

If you take a revealing image of yourself:

- **It could be lost if you misplace** or lose your cell phone.
- **It may be passed around without your permission.** For example, an ex-boyfriend or ex-girlfriend may share the sext to get revenge.
- **People may bully or judge you because of the image.** Some teens have been bullied so badly because of sexting images that they have been afraid to go to school.
- The person who receives the image **might try to use it to blackmail you** into sending more images or money. Again, remember that this is a crime and it's called sextortion.
- **You may get in trouble with your school or with law enforcement,** especially if there is evidence of blackmail, bullying, or forwarding without permission. Some teens have been suspended from class, sports teams, and other activities. Others have been charged with crimes and have had to complete

- mandatory community service or educational programs.

How you can help

- Don't take images of yourself that you wouldn't want everyone to see
- Don't forward anyone else's image
- Don't ask or pressure anyone to share an image
- Talk to an adult
- Do not comply with sextortion demands

Facilitator notes:

In the video, the first choice is made by the person asking for the picture. Remember, this is not common behavior among teens. If you care about someone, you should not ask them to do something that puts them at risk.

If you are the one that wants to ask for an image, think about:

- The risks that you and your partner are taking. What can happen?
- How could this affect you and your partner if the picture gets leak?
- Why do you want to have that image?
- What other safe and healthy ways can you express that you care and like that person?

If someone asks you to share, have an open and honest conversation with them about how you are feeling and what could happen. Maybe having a conversation with the person asking for the picture will help you determine that person's intentions and any red flags. Remember, someone who cares about you will not ask you to do something that can cause you harm.

Once a sexting picture or video is out of your hands, it is out of your control.

Fortunately, you can choose to stay in control before it ever gets to that point.

Remember to protect yourself and others:

- **Don't take images of yourself** that you wouldn't want everyone to see.
- **Don't forward anyone else's picture or video.** Imagine how betrayed you'd feel if this happened to you.
- **Don't ask or pressure anyone to share an image.** Many teens send sexts because they've been asked to by a boyfriend, girlfriend, or crush. You shouldn't ask anyone to take this kind of risk, especially if it's someone you care about.
- **Talk to a trusted adult** if you receive a revealing image, are being pressured into sending one, or have sent one.
- **Talk to your friends about the importance of being upstanders** by not resharing and saying something if someone else does.
- **If someone is blackmailing** you for explicit content or money, **do not comply** with their demands, even if you have in the past. This is called sextortion; it is a crime and should be reported.

While talking to an adult may seem difficult or embarrassing, it is important that you get one involved. This is a serious problem that you should not have to face alone. An adult can help you by:

- Talking to your school leadership to stop any bullying that has happened because of the image being shared
- Working with law enforcement to investigate the situation
- Getting the image removed from any websites that it's on

The National Center for Missing and Exploited Children also has resources to help you remove your explicit images if they are online. Go to www.NCMEC.org/gethelpnow for more information.

Suggested resource

NetSmartz Workshop offers tip sheets about sexting for teens called "Think Before You Send" and "So You Sent a Sext, Now What?" at NCMEC.org/NetSmartz/resources#tipsheets

What you can do

- **NCMEC.org/IsYourContentOutThere**
For help with removal including how to request companies remove content
- **TakeltDown.NCMEC.org**
Free service that can help remove or stop the online sharing of nude, partially nude, or sexually explicit images or videos taken when you were under 18 years old
- **CyberTipline.org**
Make a report by filling out our public reporting form
- **NCMEC.org**
NCMEC has resources to help you move past this

Facilitator Notes:

If you already sent a sext, do not feel guilty. Here are some steps you can take to help make the situation better.

If a sexting image or video has been posted to a website or app, or someone is threatening to post your images, there are steps you can take to try to get it taken down.

<https://www.NCMEC.org/gethelpnow/isyoudexplicitcontentoutthere>

First, find out which websites the image is on and file a complaint. Trustworthy websites and apps work hard to keep sexual images of minors off the internet and will remove them if notified. Include your age in the report and be clear that the picture was posted without your consent.

Don't forget that each website has its own reporting procedures, so you have to file a complaint for each one the picture or video is on.

Whether the website is trustworthy or not, please contact the police or file a report at the National Center for Missing and Exploited Children's

CyberTipline.org which can

- Help take down the content from the website that was initially posted and looking into other websites to make sure it is off the internet.
- Provide support and resources to navigate this complex situation.

It's important to remember that you're not alone – this has happened to other teens, too. Reach out to a friend, a counselor or another adult you trust, and to NCMEC for help or support. You have the strength to move past it.

Before you **reshare** think about:



Facilitator Notes:

Resharing or forwarding someone's nude picture is a violation of their privacy and can have legal consequences. Before you click 'share,' imagine how you would feel if this was your image being circulated or that of your best friend. Deleting the picture is enough, but you could go a step further by being an upstander who reaches out to the person who sent it. Let them know that it's not OK that they're sharing the picture and that you're telling them to stop.

If you think the person in the picture might not know that the image is spreading, you could also let them know so that they can get help and support. Talk to your friends about being upstanders and not tolerating or resharing the pictures of others.

Before you reshare:

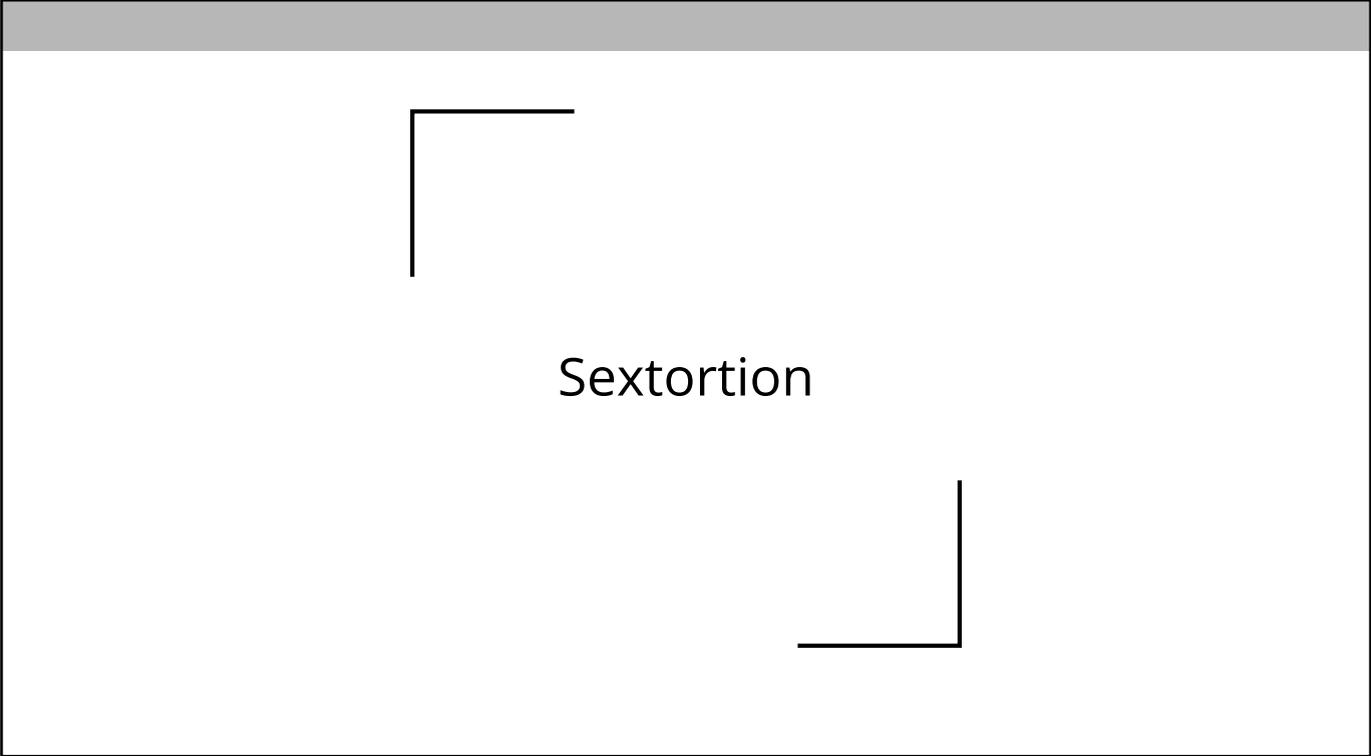
- Think about how you would feel if it was your sibling or a friend's picture.
- Think about the harm you can cause by resharing, because if you share it, others share as well.
- Think about the responsibility you have in your hands to stop the

- revictimization or continuing revictimizing of a kid.

Talk to your friends about not resharing and being upstander. Say something if others are resharing or sexting.

FACILITATOR'S NOTE: one in five kids say they have seen non-consensually shared nudes, and the number grows to nearly one in four among those aged 13 to. The portion of kids who report having themselves non-consensually reshared others' nude photos or videos is much lower, about one in 10. See https://info.thorn.org/hubfs/Research/Thorn_SG-CSAM_Monitoring_2021.pdf

Note: In 2021, a notable increase in resharing was identified among older boys (ages 13 to 17) at 5 percent, and among Hispanic and Latino youth, it was up to 10 percent (Thorn.org).



Sextortion

39-13-529. Offense of soliciting sexual exploitation of a minor —
Exploitation of a minor by electronic means.

(a) It is an offense for a person eighteen (18) years of age or older, by means of oral, written or electronic communication, electronic mail or internet service, including webcam communications, directly or through another, to intentionally command, hire, persuade, induce or cause a minor to engage in simulated sexual activity that is patently offensive or in sexual activity, where such simulated sexual activity or sexual activity is observed by that person or by another.

(b) It is unlawful for any person eighteen (18) years of age or older, directly or by means of electronic communication, electronic mail or internet service, including webcam communications, to intentionally:

- (1) Engage in simulated sexual activity that is patently offensive or in sexual activity for the purpose of having the minor view the simulated sexual activity or sexual activity, including circumstances where the minor is in the presence of the person, or where the minor views such activity via electronic communication, including electronic mail, internet service and webcam communications;
- (2) Display to a minor, or expose a minor to, any material containing simulated sexual activity that is patently offensive or sexual activity if the purpose of the display can reasonably be construed as being for the

sexual arousal or gratification of the minor or the person displaying the material; or

(3) Display to a law enforcement officer posing as a minor, and whom the person making the display reasonably believes to be less than eighteen (18) years of age, any material containing simulated sexual activity that is patently offensive or sexual activity, if the purpose of the display can reasonably be construed as being for the sexual arousal or gratification of the intended minor or the person displaying the material.

(4)

(A) Except as provided in subdivision (b)(4)(B), it is an exception to the application of this subsection (b) that the victim is at least fifteen (15) but less than eighteen (18) years of age and the defendant is no more than four (4) years older than the victim.

(B) Subdivision (b)(4)(A) shall not apply or be an exception to the application of this subsection (b), if the defendant intentionally commanded, hired, induced or caused the victim to violate this subsection (b).



Understand

Vocabulary introduced in this lesson:

- HERE

34

Standards:

Law:

49-6-1304. Family life instruction.

Presenter Notes:

This lesson refers to content covered in Day 7 - Life Online

The words on this slide will be covered in the lesson.

Words and definitions HERE

Sextortion

Sextortion is a form of child sexual exploitation where children are threatened or blackmailed, most often with the possibility of sharing with the public a nude or sexual image of them, by a person who demands additional sexual content, sexual activity, or money from the child. This crime may happen when a child has shared an image with someone.



Facilitator Notes:

Start by reading the definition on the slide. Children need to know what sextortion means. Many survivors have expressed that once they knew what sextortion was, they felt empowered to speak up. Knowing that sextortion is a crime can help children seek help.

Online enticement can lead from grooming to sexting to sextortion.

Sextortion is a form of child sexual exploitation where children are threatened or blackmailed, most often with the possibility of sharing with the public a nude or sexual image of them, by a person who demands additional sexual content, sexual activity, or money from the child.

Sextortion can take many forms. Commonly, the offender will contact the child and develop a relationship with the child and then ask for explicit images or videos. After that, the sextortion begins. The grooming process varies in time; sometimes it takes a long time, and in some cases, it can be as quick as minutes or hours.

This crime may happen when a child has shared an image with someone they thought they knew or trusted, but in many cases, they are targeted by an individual they met online who obtained a sexual image from the child through deceit, coercion, or some other method. In many cases, the blackmailers may have stolen or taken images of another person and they are communicating through a fake account. The blackmailer may have sent images as well.

The National Center for Missing and Exploited Children has seen a dramatic increase in sextortion cases being reported to our CyberTipline, especially **financial sextortion** where the offender demands money from the child. Teenage boys have been the most common targets in these recent cases.

Sextortion Tactics



- Reciprocation (“I’ll show you if you show me first”)
- Pretending to work for a modeling agency to obtain sexual images of a minor
- Developing a bond with a minor by establishing a friendship or romantic relationship
- Using multiple false online identities to contact a minor



There are some tactics offenders use to coerce children or teens.

Those involved in the sextortion of minors often:

- Approach a child on social media after using it to learn about a minor’s interests, friends, school, family, etc.
- Grooming can take a while before asking for nudes or,
- In financial sextortion they move quickly and ask for nudes immediately after following or friending a minor on a social media platform.
- Intentionally move their communications with a minor from one online platform to another (e.g., moving from social media to a private video chat or messaging apps).

Tactics:

- Reciprocation (“I’ll show you if you show me first”).
- Pretending to work for a modeling agency to obtain sexual images of a minor.
- Developing a bond with a minor by establishing a friendship or romantic relationship.
- Using multiple false online identities to contact a minor.

(next slide for more)

Sextortion Tactics (cont.)



- Pretending to be younger and/or a member of the opposite sex
- Accessing a minor's online account without authorization and stealing sexual images or videos of them
- Threatening to create sexual image or videos of a minor using digital-editing tools

- Pretending to be younger and/or a member of the opposite sex
- Accessing a minor's online account without authorization and stealing sexual images or videos of them
- Threatening to create sexual image or videos of a minor using digital-editing tools

Facilitator Notes:

Remind participants that sextortion can happen to anyone, and it is not their fault.

To learn more about sextortion visit

<https://www.NCMEC.org/theissues/sextortion>

What you can do

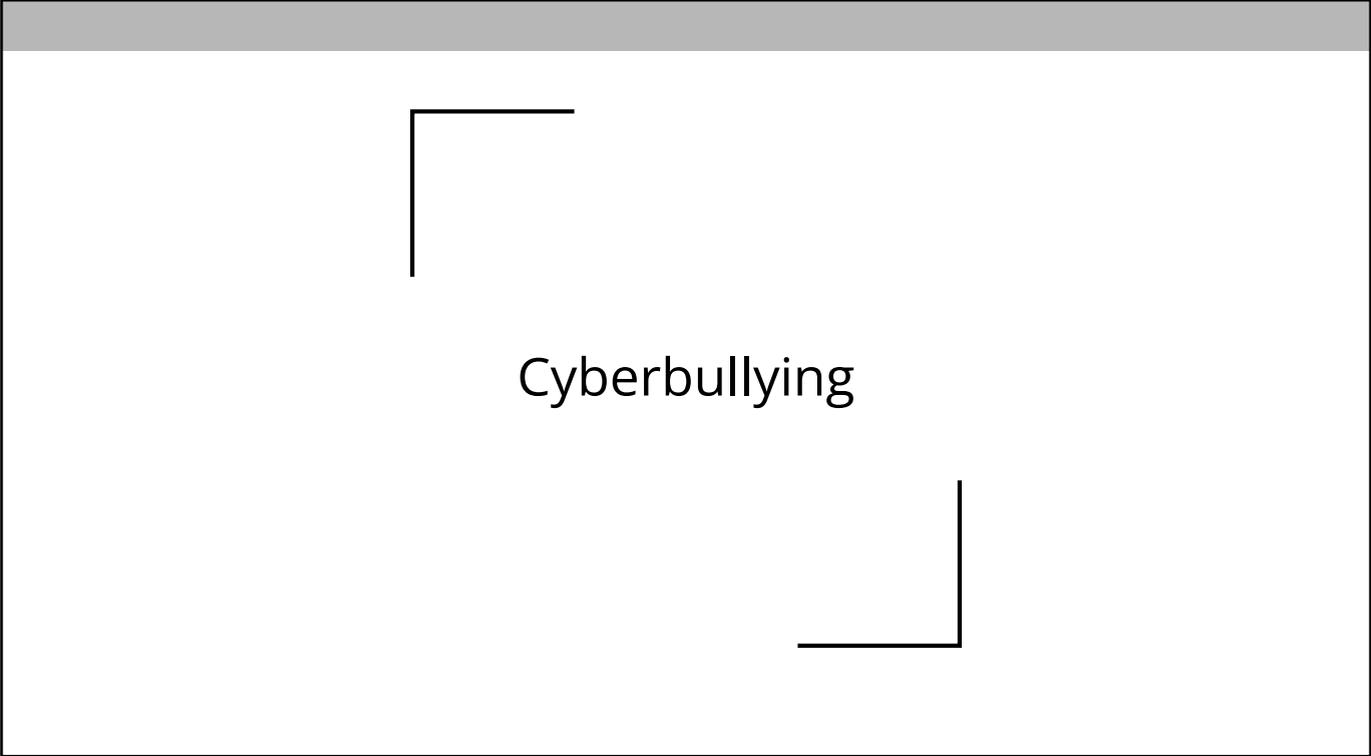
- Do not comply with the demands
- Report it to the app
- Do not delete your account
- Report it to **CyberTipline.org**
- Visit **Is Your Explicit Content Out There?**
- Report to **Take It Down**
- Get help at **NCMEC.org/gethelpnow**

- **Do not comply** with their demands. Doing so does not guarantee that the offender will stop. The offender may ask you for more.
- **Do not delete your account.** By deleting your account, you may be deleting important evidence that will help keep you and others safe.
- **Visit Take it Down.** NCMEC can help you take down your images or videos. <https://takeitdown.ncmec.org/>
- **Report it to the app.** Report the sextortion attempt to the app developer (SnapChat, WhatsApp, etc)
- **Report it to CyberTipline.** Even if you already reported it on the app, it is important to report it to the CyberTipline. We can help with the process, and we work closely with law enforcement in these crimes.
- **Get help at NCMEC.org/gethelpnow.** We have many resources and services to help you navigate this complex issue and to help you heal and move forward.

NOTE: Take It Down gives minors tools to stop the spread of the content. Let's remember that some kids may not feel ready or safe enough to ask for help. They should have the tools to take back control and stop the spread of their content. For those who are reaching for help, Take It Down can also be a great tool to gain control over the situation.

Other reference websites

- **Is Your Explicit Content Out There?**
<https://www.NCMEC.org/gethelpnow/isyoudexplicitcontentoutthere>
- **Take it Down**
<https://takeitdown.ncmec.org/>
- **CyberTipline**
 - <https://report.cybertip.org/>
- **Get help**
[NCMEC.org/gethelpnow](https://www.ncmec.org/gethelpnow)



Cyberbullying



Understand

Vocabulary introduced in this lesson:

- HERE

40

Standards:

Law:

49-6-1304. Family life instruction.

Presenter Notes:

This lesson refers to content covered in Day 7 - Life Online

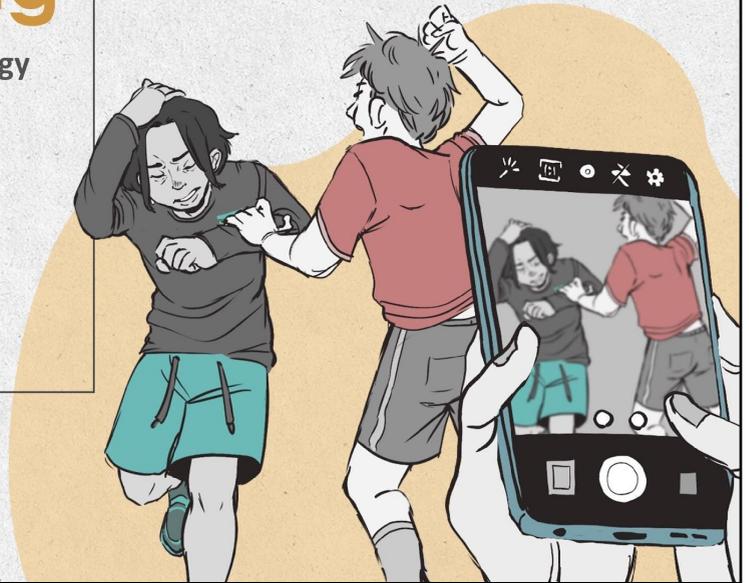
The words on this slide will be covered in the lesson.

Words and definitions HERE

Cyberbullying

Cyberbullying is the use of technology to bully someone and may include:

- Stealing someone's identity to create a fake profile
- Resharing nude/compromising pictures of someone else
- Recording and posting fight videos



Facilitator Notes

Cyberbullying is the use of technology to bully someone. Some examples are:

- Creating a hate group about someone
- Posting mean comments online
- Photoshopping someone's photo to embarrass them
- **Recording and posting fight videos**

More on next slide

Cyberbullying (cont.)

Cyberbullying is the use of technology to bully someone and may include:

- Spreading rumors and gossip through text messages
- Creating a hate group about someone
- Posting mean comments online
- Photoshopping someone's photo to embarrass them

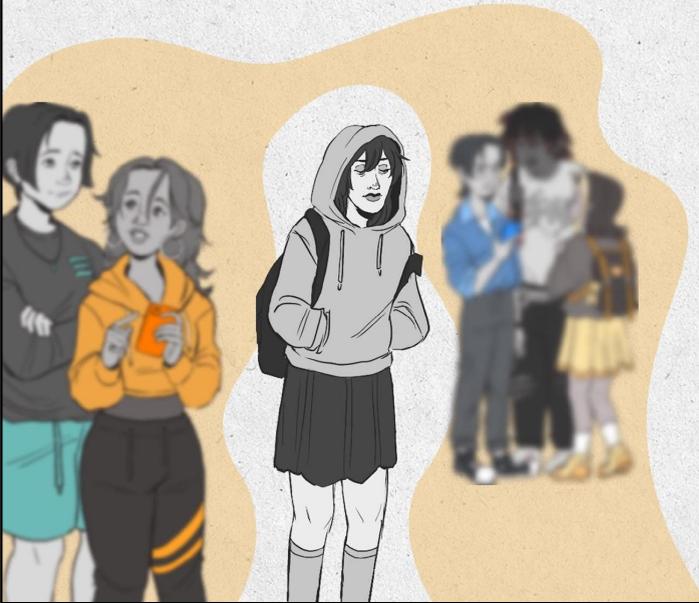


- Spreading rumors and gossip through text messages, group chats, or other means
- Creating a hate group about someone
- Posting mean comments online
- Photoshopping someone's photo to embarrass them

Some of these things may seem more like jokes or pranks than bullying to you, but even if you did not intend to hurt someone's feelings, it can still be cyberbullying.

Bullying can range from something like a mean joke to more severe and dangerous behaviors that can lead to the person being bullied to experience severe mental distress and even physical harm. The rule of thumb is that we should always try to be friendly and make others feel welcome, supported, and happy.

Cyberbullied teens may:



- Have low self-esteem
 - Feel lonely or isolated
 - Be nervous about going online or to school
 - Feel harassed by peers
 - Feel depressed or anxious
- Words matter!**

You've probably heard the saying, "Sticks and stones may break my bones, but words can never hurt me." I want you to ask yourself, is that really true? Think about how that would make you feel.

Let's go back to the Photo Fate video and think about how the girl felt when people reshared her picture and all the kids at school were gossiping. How would you feel?

Perhaps you would:

- Experience low self-esteem
- Feel lonely and isolated from friends and family
- Be nervous about going online or to school
- Feel harassed by peers
- Feel depressed or anxious
- Feel lonely or isolated
- Feel hopeless
- Experience severe mental distress

Sometimes teens who are cyberbullied feel the need to hurt themselves.

We can all be careful about what we do and say to people, both on- and offline. And **if you know that one of your friends is thinking about harming themselves, bring it to the attention of a teacher, school counselor, or other trusted adult immediately.**

What you can do

- Don't respond
- Block the bully
- Set up new accounts
- Make a report
- Talk to an adult

Facilitator Notes:

If you are being cyberbullied, it may feel like there's nothing you can do, but that isn't true. Here are some steps you can take:

- Don't respond – Responding could make things worse.
- Block the bully – Check out what options the websites and your cell phone provider have for blocking other users.
- Set up new accounts – Make sure that only people you trust can contact you.
- File a report – Many websites have terms of service that prohibit cyberbullying and will remove offensive posts.
- Talk to an adult you trust.

Some teens don't want to tell an adult if they're being cyberbullied. They may worry that the bullying might get worse for telling on the bullies, or that they will be told to stay offline, or some teens might think that an adult can't help.

But adults can be very helpful in dealing with cyberbullying. They can:

- Help you set up new accounts, especially if you need a new cell phone number.
- Decide if you need to save the messages and who to report them to.

- Talk to your school. If a classmate is bullying you, your teachers and other school administrators may be able to help.
- Work with law enforcement. If the bullies are threatening to harm you, have your trusted adult report it to law enforcement immediately.
- Offer support. Sometimes it just helps to know that someone is on your side and available if you need to talk.

How you can help

- Document what you see and when
- Don't encourage bullying behavior
- Don't participate just to fit in
- Stand up for the victim
- Report

Stand up against cyberbullying!

Facilitator Notes:

If you aren't being cyberbullied, you may know someone who is experiencing cyberbullying. Online there are often many bystanders – people who see the bullying happen but are not involved. Bystanders may want to help, but are often afraid that:

- The bully will turn on them.
- They will be labeled a “snitch.”
- That saying something will make the bullying worse.
- They may be labeled as uncool.
- They may get cut off from social circles.

A bystander is a person who witnesses a boundary violation or sees a situation in which a child is vulnerable (D2L).

Upstanders see the bullying happen and act to help. Upstanders are important. They can help bring cyberbullying to an end by making it clear that bullying behaviors will not be tolerated in their schools and friend groups.

If you are comfortable standing up to a bully, then you can try the following

steps:

- Don't encourage bullying behavior. For example, don't "like" or share mean comments and posts.
- Don't participate in the bullying just to fit in.
- Stand up for the victim. You can offer support through actions, such as sending a friendly text message, writing a positive post on their page, or walking with them in the hallway.
- Report the bullying to the website or service provider and to an adult you trust.
- Talk to your friends about not tolerating or engaging in bullying.

Note: Definitions of bystander and upstander

Bystander:

is an individual who observes or witnesses a situation of discrimination or violence committed by a perpetrator towards a victim, and has the opportunity to either condone, intervene, or do nothing

Upstander:

An upstander is a bystander who recognizes acts or utterances of injustice and takes a stand by interrupting and challenging situations that normalize discrimination and potential violence.

Don't feed the **cyberbullies** or become one



- Keep critical comments to yourself
 - Don't forward rumors or embarrassing photos
 - Don't comment on insulting or harassing posts
- Treat others with respect!**

Facilitator's Notes:

Sometimes people feel like they have good reasons to cyberbully someone (for example, if that person has been bullying them, too). But a cyberbullying situation can easily get out of control, and you don't know what could happen. Remember, even though you're behind a screen, you're talking to real people. Just because you can't see their reactions, it doesn't mean they aren't hurt. Imagine how those comments would make you feel.

If you're tempted to cyberbully, remember:

- While you don't have to like everyone, you can keep critical comments to yourself.
- You don't have to forward rumors or embarrassing photos.
- You don't have to comment on insulting or harassing posts.
- You should not reshare photos or videos of other people.

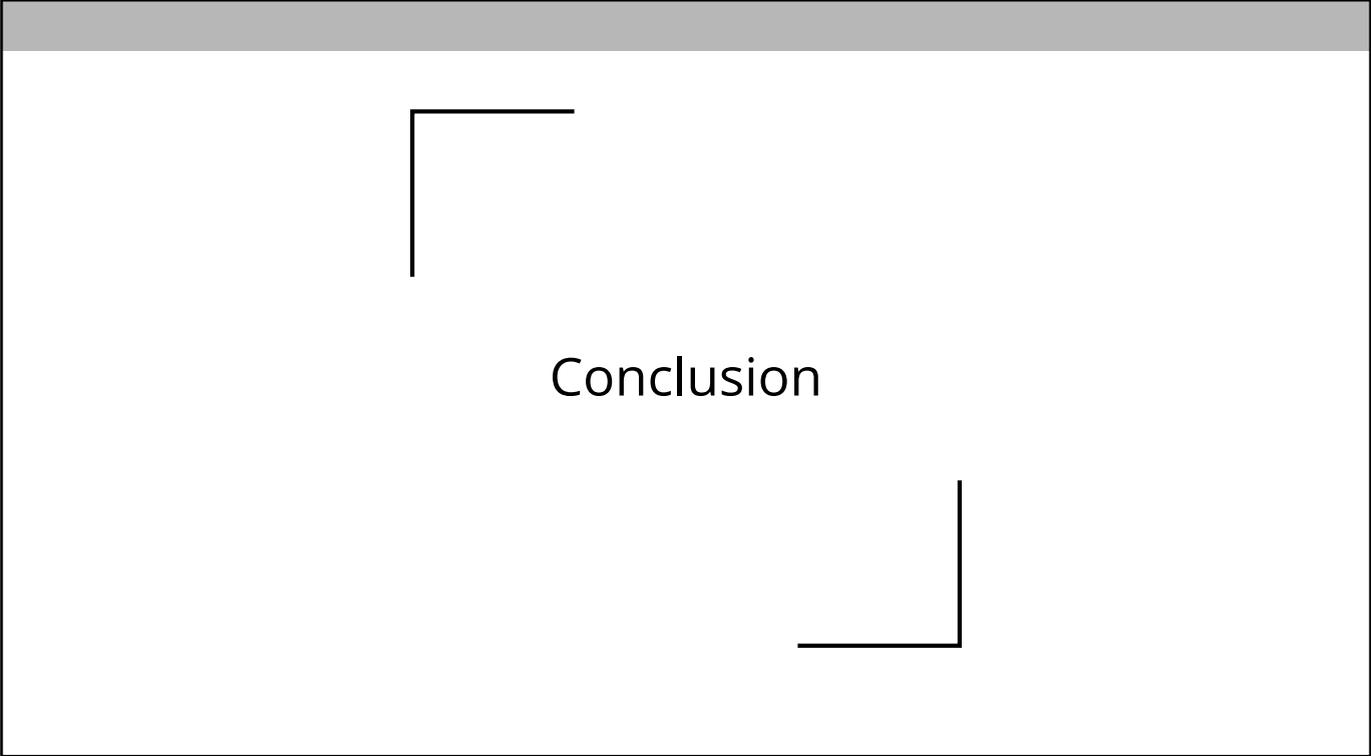
Be an upstander:

- Whenever it is safe, tell the bully to stop.
- Reach out to the person being bullied and show your support.
- Report the bully.

- Talk to your friends about being an upstander.

NOTE: The Photo Fate video (slide 32) shows how some students did not share the picture. That it is also a way to be an upstander to cyberbullying.

Instead of cyberbullying, focus on creating a better online environment by treating others with respect.



Conclusion

Create a **positive** online environment



- Be careful about what you share
- Don't cyberbully or encourage it
- Don't request or reshare inappropriate content
- Report inappropriate behavior

Some people think that what they do online is separate from their “real” lives, but as we’ve seen today, what we do **online** matters **offline**, too.

Make the choice to create a safe and positive on- and offline environment at school and with your friends by:

- Being careful about what you share.
- Not cyberbullying or encouraging cyberbullying.
- Not asking or pressuring anyone into sharing inappropriate content.
- Reporting inappropriate online behavior.
- Not resharing photos or videos of other people.

Most importantly, don't forget to communicate with the adults you trust about what you do online. You don't have to wait for something bad to happen. Take the lead and show them all the ways that you are a responsible digital citizen.

Resources

Take It Down

TakeItDown.NCMEC.org

NOFILTR

NoFiltr.org

Is Your Explicit Content Out There?
NCMEC.org/isyousexplicitcontentoutthere

Sextortion - Learn More
NCMEC.org/sextortion

Get Help / Victim & Family Support
NCMEC.org/support

**Resources for Survivors
of Sexual Abuse Material**
NCMEC.org/csam-resources

Resources

Is Your Explicit Content Out There?

<https://www.NCMEC.org/gethelpnow/isyousexplicitcontentoutthere>

Take it Down

<https://www.takeitdown.NCMEC.org>

Sextortion- Learn More

<https://www.NCMEC.org/theissues/sextortion>

Get Help/ Victim & Family Support

<https://www.NCMEC.org/gethelpnow/support>

Resources for Survivors of Sexual Abuse Material

<https://www.NCMEC.org/gethelpnow/csam-resources>

No Filter

<https://nofiltr.org>

Amaze

<https://amaze.org/>

Online Safety

Lifetime Wellness
Day Seven

2024 - 2025

END OF PRESENTATION

NetSmartz®



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CONTRACT OF EMPLOYMENT

between

ERIN SLATER, Ed.D

and the

JOHNSON CITY BOARD OF EDUCATION

This Employment Contract is entered into this the 1st day of July 2025, by and between the Johnson City Board of Education, hereinafter called the “BOARD”, and Erin Slater hereinafter called the “SUPERINTENDENT”.

WITNESSETH:

That for and in consideration of the provisions herein contained, the BOARD and the SUPERINTENDENT agree as follows:

1. **EMPLOYMENT:** The BOARD, in accordance with its action as found in the minutes of its meeting held on the 7th day of April 2025, hereby elects and employs SUPERINTENDENT, and SUPERINTENDENT does hereby accept such employment, both actions taken in accordance with the terms and provisions herein contained.

2. **TERM:** The original term of this Contract shall be for a period beginning July 1, 2025, and ending June 30, 2029. The Board will take action on or before December 31, 2028, in regard to the renewal of this Contract. The BOARD will give the SUPERINTENDENT at least six (6) months written notice if it intends to non-renew the Contract. This Contract sets forth the terms of employment of the SUPERINTENDENT by the Board during the stated term and supersedes any other contract that the Board may have previously negotiated with the SUPERINTENDENT. Any

modification to this Contract shall be made by mutual agreement of both parties and only in writing. Neither party shall be bound by any oral representation concerning modification of this Contract.

3. **PROFESSIONAL CERTIFICATION:** The SUPERINTENDENT shall maintain and furnish to the BOARD evidence of her maintaining, throughout the life of this Contract, a valid and appropriate certificate to act as SUPERINTENDENT of Schools in this City/County/State in accordance with the laws of the State of Tennessee.

4. **DUTIES:**

A. The SUPERINTENDENT shall have charge of the administration of the schools under the direction of the BOARD. She shall perform the duties specified in the Tennessee Code Annotated 49-2-301, as well as those listed in the Board policy 5.802 and the job description for SUPERINTENDENT as adopted by the BOARD, or as that job description may be amended from time to time by the BOARD during the term of this Contract. Such job description, as so amended, is hereby incorporated in this Contract by reference, as if fully stated herein.

B. The SUPERINTENDENT shall devote such time and energies as are necessary to perform the duties specified in the job description for SUPERINTENDENT. These duties will generally be performed during normal business hours, but it is expressly agreed and acknowledged that the duties of this position will require the SUPERINTENDENT to work during times other than normal business hours.

C. The SUPERINTENDENT shall reside within the boundaries of the Johnson City School System during the term of this Contract and any extensions of this Contract. The Contract will be voided if the SUPERINTENDENT does not meet the residency requirements. The BOARD shall allow

the candidate up to one (1) year for relocation. The BOARD shall pay up to Five Thousand Dollars (\$5,000) in moving expenses.

5. COMPENSATION: The BOARD shall pay the SUPERINTENDENT annual base compensation of One Hundred Eighty-Nine Thousand Eight Hundred Dollars (\$189,800) in accordance with the schedule of salary payment in effect for other certified employees. The SUPERINTENDENT shall annually receive the same type of pay raise, cost of living increase or salary supplement as is made to other certified employees of Johnson City Schools. The BOARD shall pay One Thousand Two Hundred Dollars (\$1,200) annually into the deferred compensation plan selected by the SUPERINTENDENT. Payment of this One Thousand Two Hundred Dollars (\$1,200) shall be made in 12 equal monthly installments. Any adjustments to the annual salary for subsequent years during the term of this Contract shall be in writing and shall be in the form of an amendment or addendum to this Contract. If an adjustment in salary is made during the term of this Contract, it shall not be deemed by either party that a new contract has been formed or that the termination date for the existing contract has been extended.

6. AUTOMOBILE EXPENSE: The BOARD shall pay the SUPERINTENDENT Seven Hundred Fifty Dollars (\$750) per month for automobile expenses.

7. OTHER BENEFITS:

A. The BOARD shall further pay all the dues in any professional societies, associations, or civic clubs of which the SUPERINTENDENT is a member including, but not limited to ASCD, AASA, TOSS, and the Chamber of Commerce. The BOARD shall further reimburse the SUPERINTENDENT for expenses in attending related functions, provided however, that the BOARD

must first approve membership for those organizations which are not listed by name in this paragraph. The BOARD will also pay a reasonable amount for subscriptions to professional journals.

B. The BOARD shall offer the SUPERINTENDENT all benefits applicable to other employees of the system including, but not limited to, group insurance coverage (including dependent coverage), holidays, and sick leave.

C. The BOARD shall pay a reasonable amount for the maintenance of the SUPERINTENDENT'S professional library, which amount shall not exceed \$1,000 per year. Any books or other items purchased pursuant to this article shall become property of the Board.

8. **PROFESSIONAL LIABILITY:** The BOARD agrees that it shall defend, hold harmless, and indemnify the SUPERINTENDENT from any and all demands, claims, suits, sections and legal proceedings brought against the SUPERINTENDENT in her official capacity as agent and employee of the Johnson City School System, provided the incident arises while SUPERINTENDENT is acting within the scope of her employment; but shall not include legal proceedings, suits, demands or actions involving this employment Contract or any criminal litigation, and excludes actions that are motivated by improper personal gain, willful misconduct, **or intentional acts outside the scope of her employment with the BOARD**. Such liability coverage must be within the authority of the BOARD to provide under State law. Except that, in no case, will individual Board members be considered personally liable for indemnifying SUPERINTENDENT against any such demands, claims, suits, actions, and legal proceedings. In addition, the BOARD will reimburse the SUPERINTENDENT for premiums related to professional liability insurance in an amount not to exceed \$150.00 annually.

9. **PROFESSIONAL GROWTH:** The BOARD encourages the continuing professional growth of the SUPERINTENDENT through her participation, as she might decide in light of her responsibilities as SUPERINTENDENT, in:

A. The operations, programs and other activities conducted or sponsored by local, state, and national school administrator and board associations (e.g., AASA conventions, National Academy for School Executives seminars);

B. Seminars and courses offered by public or private educational institutions;

C. Informational meetings, with other persons whose particular skills or backgrounds would serve to improve the capacity of SUPERINTENDENT to perform her professional responsibilities for the BOARD; and

D. Visits to other institutions. To encourage such activities, the BOARD, with approval by the Board Chair, will permit a reasonable amount of release time for SUPERINTENDENT, as deemed appropriate, to attend to such matters. The BOARD will pay the necessary fees for travel and subsistence expenses as approved by the BOARD in the annual budget.

10. **VACATION:** The SUPERINTENDENT shall be entitled to twenty (20) vacation days each year and may carry over up to twenty-four (24) additional unused vacation days each year. In the event of unused vacation days in excess of the twenty-four (24), five (5) unused vacation days will be converted to sick leave and the remaining unused vacation days will be forfeited.

11. **EXPENSES:** The BOARD shall reimburse the SUPERINTENDENT for all actual and necessary travel and other expenses required in the performance of the official duties during her employment under this Contract, including but not limited to mileage outside of the Tri-Cities area when SUPERINTENDENT travels in her own car on official duties, subject to such limitations as provided by law and by BOARD policy 2.804.

12. **CRIMINAL HISTORY INVESTIGATION:** SUPERINTENDENT agrees to be enrolled in the federal bureau of investigation RAP Back program pursuant to TCA 49-5-413 as a condition of employment. The SUPERINTENDENT agrees to notify the BOARD Chair within seventy-two (72) hours of being charged with any criminal offense. The BOARD reserves the right to take disciplinary action, up to and including termination, if the school system receives a notification through the RAP Back program that the SUPERINTENDENT has been charged with a criminal activity pursuant to paragraph 21, section B of this Contract.

13. **MEDICAL EXAMINATION:** The SUPERINTENDENT hereby agrees to submit to a comprehensive medical examination by a physician of her choice during the first year of her employment ~~and once every three years thereafter~~. A physician's general letter of fitness as to the physical and mental health of the SUPERINTENDENT shall be filed with the Chair of the BOARD. The cost of said medical examination shall be borne by the BOARD.

14. **ASSUMPTION OF DUTIES:** The SUPERINTENDENT shall ~~continue~~ assume the responsibilities of the position pursuant to this Contract ~~and the Contract~~ effective July 1, 2025.

15. **EVALUATION:** Annually, but no later than the 30th of June of each calendar year during the term of this Contract, pursuant to Tenn. Code Ann. § 49-2-203(a)(15), the BOARD of Education shall review with SUPERINTENDENT the SUPERINTENDENT'S performance as

Superintendent of the Johnson City School District; the SUPERINTENDENT'S progress based on certain factors, including, but not limited to: ~~toward~~ goals established by the BOARD in conjunction with the Superintendent; the working relationships of SUPERINTENDENT with the BOARD, the staff, the students and the community at large; changes in the annual salary and other terms and conditions of employment for the following year; and any other matters relative to the employment of SUPERINTENDENT.

16. **REFERRALS TO SUPERINTENDENT:** The BOARD, collectively or individually, shall promptly refer to the SUPERINTENDENT, for the SUPERINTENDENT'S consideration and recommendation, all criticisms, complaints, and suggestions called to their attention relative to the SUPERINTENDENT or the school system and which BOARD members reasonably believe to be of significance.

17. **LOYALTY:** The SUPERINTENDENT shall devote her full time, attention, knowledge, and skills solely and exclusively to the business and interests of the BOARD of Education and the Johnson City School System. The SUPERINTENDENT may, however, undertake consulting work, speaking engagements, writing, teaching, lecturing, or other activities that do not interfere with the discharge of SUPERINTENDENT'S duties and responsibilities hereunder. The determination of the BOARD as to whether such other work interferes with the discharge of SUPERINTENDENT'S duties and responsibilities hereunder shall be conclusive.

~~18. **FORFEITURE OF BENEFITS:** All benefits granted pursuant to this Contract, or any renewal thereof, shall end upon the termination of this Contract. If for any reason the SUPERINTENDENT does not complete an entire term under this Contract, or any renewal thereof, all compensation and benefits associated with the remainder of that Contract term shall immediately terminate and any compensation or benefits paid on a yearly basis shall be prorated.~~

~~SUPERINTENDENT shall be compensated for any unused vacation time, personal leave time or sick days that do not automatically accrue to retirement time.~~

~~19. **FORFEITURE OF TENURE:** The SUPERINTENDENT hereby forfeits any rights to tenure in the Johnson City School System and agrees that, upon the termination of her duties as SUPERINTENDENT, her employment in the school district will terminate. Further, it is mutually understood and agreed that this contract does not confer tenure in the position of SUPERINTENDENT or in any other administrative position in the school system.~~

20. **SEVERABILITY:** The Board and the SUPERINTENDENT agree that, in the event any part or clause of this Contract is made invalid, unenforceable, or illegal under federal or state law or held to be invalid, unenforceable, or illegal by any court of competent jurisdiction, the remainder of this Contract shall not be affected by such ruling, finding, enactment, or holding. The remainder of this Contract shall continue in full force and effect with such part or clause stricken to the extent of its invalidity, unenforceability, or illegality.

21. **MODIFICATION: Any modifications to this Contract shall be made by mutual agreement of both parties, and shall be reduced to writing. Neither party shall be bound by any oral representations concerning modification of this Contract.**

22. **CONTRACT TERMINATION:** This Contract of Employment may be terminated for the following reasons:

A. Mutual agreement of the parties- This Contract may be terminated by mutual agreement, which may include, but is not limited to ~~the~~ retirement ~~disability, or death~~ of the SUPERINTENDENT. If this Contract is terminated by mutual agreement, the

SUPERINTENDENT shall be entitled to no further benefits or compensation under the terms of this Contract.

B. For cause- This Contract may be terminated by the Board for cause upon proof of ~~improper or unprofessional conduct or misconduct, any act of~~ **conduct unbecoming to a member of the teaching profession** ~~moral turpitude, dishonesty, fraud, inefficiency, incompetence, insubordination, or neglect of duty,~~ **with the parties relying on the definitions of the foregoing terms** as defined in ~~Title 49, Chapter 5 of the Tennessee Code Annotated~~ TCA 49-5-501, as enacted or hereafter amended, **as well as proof of** material breach of this Contract, failure to follow **BOARD**~~Board~~ policies or directives, violation of local, state, or federal law, or for any **other** reason established by state law **or regulation**. If the **BOARD**~~Board~~ terminates this Contract for cause, the SUPERINTENDENT shall be entitled to no further benefits or compensation and shall forfeit any accumulated vacation and/or sick leave.

C. Removal from office- This Contract shall be terminated if the State Board of Education, in accordance with the provisions of Title 49, Chapter 1 of Tennessee Code Annotated as enacted or hereafter amended, orders the **suspension or** removal of the SUPERINTENDENT **or the suspension or revocation of the SUPERINTENDENT'S license**. If such removal is ordered, the SUPERINTENDENT shall be entitled to no further benefits or compensation under the terms of the Contract.

D. Unilateral termination- The Board may, at any time, terminate this Contract without cause. Upon such termination, the SUPERINTENDENT shall be entitled to the

present value of any remaining salary and benefits which remain unpaid under this Contract.

~~E. — Inability to perform as SUPERINTENDENT — In the event that the SUPERINTENDENT is unable to perform her obligations and duties for a period of thirty (30) ninety (90) calendar days or longer due to mental or physical illness, disability, or incapacity, the Board, at its option, may terminate this Contract, and upon so doing, shall be released from all further obligations, subject only to applicable state and federal law.~~

F. Inability to perform as SUPERINTENDENT- In the event the SUPERINTENDENT should be unable to perform the obligations herein specified for ninety (90) days or longer due to mental or physical illness or incapacity, or death, the BOARD, at its sole option, may terminate this Contract. If the BOARD chooses not to terminate this Contract and the SUPERINTENDENT subsequently returns to work, all compensation shall be restored once the SUPERINTENDENT has undertaken the full discharge of her duties. If the SUPERINTENDENT is permanently disabled, the BOARD shall have the option to terminate the appointment and declare the office of the SUPERINTENDENT vacant, with compensation to be continued for the duration of any accrued sick leave, vacation and holidays. If a question exists concerning the capacity of the SUPERINTENDENT to return to duty after a period of disability, or to continue with her duties under this Contract, the BOARD may require the SUPERINTENDENT to have a fitness for duty examination to be

performed by a specialist licensed to practice medicine in Tennessee. The BOARD Chair and the SUPERINTENDENT shall mutually agree upon the specialist to conduct the examination. The examination shall be at the expense of the BOARD. Nothing in this Section shall be read to violate the Americans with Disabilities Act, or the Tennessee Human Rights Act.

G. — ~~Disability~~ For the purpose of this contract, disability shall be defined as any illness that prevents the SUPERINTENDENT from performing any duty of her office for a period of 120 days.

H. Transfer- The Board reserves the right to replace the SUPERINTENDENT and transfer the SUPERINTENDENT to any position within the system determined by the SUPERINTENDENT's successor; however, the compensation and insurance benefits included within this Contract shall remain in full force and effect for the duration of the Contract as specified as above. In the event that the SUPERINTENDENT declines to accept the transfer, this Contract shall be terminated, and the SUPERINTENDENT shall be entitled to no further benefits or compensation.

I. Resignation- The SUPERINTENDENT may resign by providing written notice of at least sixty (60) days to the Chair of the Board. This requirement may be waived at the discretion of the Board.

J. — Retirement,

K. ~~Death.~~

Upon termination of this Contract the SUPERINTENDENT shall be eligible for any early retirement incentive plan that may then be in effect.

Made and executed by the parties on the day and date first above mentioned.

Dr. Erin Slater

SUPERINTENDENT OF SCHOOLS

Jonathan Kinnick

CHAIR, BOARD OF EDUCATION



Johnson City Board of Education Special Meeting

March 13, 2025

The Johnson City Board of Education met in special session on March 13, 2025, at 6:00 PM in the Board Room at the Central Office.

- **CALL TO ORDER AND PURPOSE OF MEETING**

- The purpose of the meeting is to approve a draft of the updated Superintendent Contract and consider hiring one of the three candidates.
 - The top three candidates that were selected & interviewed from 3/10-3/12, 2025:
 - Dr. Josh Carter - Principal of Science Hill High School in Johnson City
 - Dr. Corey Gardenhour - Principal of Ross N. Robinson Middle School in Kingsport
 - Dr. Erin Slater - Superintendent of Fort Madison Community School District in Iowa

- Mr. Jonathan Kinnick opened the meeting with a moment of silence.

- Attendance Taken at 6:00 PM.

Dr. Ginger Carter: Present

Mr. Tom Hager: Present

Mrs. Kathy Hall: Present

Mr. Jonathan Kinnick: Present

Mrs. Celia Martin: Present

Mr. Rick Smith: Present

Mrs. Paula Treece: Present

Present: 7

- The selection process began with each board member choosing their top two candidates and writing their names alphabetically on a sheet of paper. The papers were then collected and read aloud. The two candidates selected by each board member were as follows:

- Celia Martin: Gardenhour and Slater
- Dr. Ginger Carter: Carter and Gardenhour
- Kathy Hall: Carter and Slater
- Tom Hager: Carter and Slater
- Rick Smith: Gardenhour and Slater
- Paula Treece: Carter and Gardenhour
- Jonathan Kinnick: Carter and Slater

- Motion made to offer the job to Dr. Erin Slater.
- After discussion, Motion made to call the question. With a motion by Mr. Hager, the motion to call the question passed.

Dr. Ginger Carter: NO
 Mr. Tom Hager: YES
 Mrs. Kathy Hall: NO
 Mr. Jonathan Kinnick: YES
 Mrs. Celia Martin: YES
 Mr. Rick Smith: YES
 Mrs. Paula Treece: YES

YES: 5, NO: 2

- Motion made to offer the job to Dr. Erin Slater. With a motion by Mr. Hager and a second by Mrs. Hall, the motion passed.

Dr. Ginger Carter: NO
 Mr. Tom Hager: YES
 Mrs. Kathy Hall: YES
 Mr. Jonathan Kinnick: YES
 Mrs. Celia Martin: YES
 Mr. Rick Smith: YES
 Mrs. Paula Treece: YES

YES: 6, NO: 1

- Mr. Hager asked Dr. Carter and Mrs. Treece to change their vote. Mrs. Treece changed her vote from no to yes. Dr. Carter kept her original vote.
- Mr. Kinnick and Mrs. Treece discussed the draft of the contract without the numbers and the updated suggestions from TSBA. Mr. Smith also discussed the language of the wording throughout the contract.

- On a roll call vote to approve the draft of the blank contract as recommended by the Superintendent's Compensation Committee. With a motion by Mrs. Paula Treece, the motion passed.

Dr. Ginger Carter: YES
 Mr. Tom Hager: YES
 Mrs. Kathy Hall: YES
 Mr. Jonathan Kinnick: YES
 Mrs. Celia Martin: YES
 Mr. Rick Smith: YES
 Mrs. Paula Treece: YES

YES: 7, NO: 0

- Motion made to have legal counsel and HR representation to assist Mr. Kinnick in-regards to negotiations of the contract. After discussion, Mr. Smith noted the current form of the contract is blank. Representation will be needed more for negotiations of the final contract; especially, if a counter-offer of the contract is made. Dr. Carter then withdrew her motion. With a motion by Dr. Carter and a second by Mr. Hager, the motion withdrawn.
- Mrs. Hall also noted, that in regards to the superintendent's contract a notice to the press / public is required fifteen (15) calendar days prior to the scheduled meeting at which action shall be taken.
- Dr. Carter made a motion that in-regards to the numbers, all negotiations for the final contract would be reviewed by legal counsel and HR representation by Mr. Kinnick. With a motion by Dr. Carter and a second by Mr. Hager, the motion passed.

Dr. Ginger Carter: YES

Mr. Tom Hager: YES

Mrs. Kathy Hall: YES

Mr. Jonathan Kinnick: YES

Mrs. Celia Martin: YES

Mr. Rick Smith: YES

Mrs. Paula Treece: YES

YES: 7, NO: 0

- Mr. Kinnick then made a motion for the discussion to be postponed until after the numbers have been finalized, then seconded by Mrs. Martin. After further discussion, Mr. Kinnick withdrew his motion seconded by Mrs. Martin.
- Mrs. Paula Treece reviewed and discussed the average compensations and salaries for Superintendents per area.
- Motion made that the salary matches Dr. Barnett's contract including benefits: (\$188,700, \$12,000 differed compensation and \$12,000 for car allowance.) With a motion by Mrs. Martin and a second by Mrs. Hall. Amendment to the motion to discuss moving expenses in a separate discussion. With a motion by Mrs. Treece and a second by Dr. Carter. After further discussion by the Board. Mrs. Martin and a second by Mrs. Kathy Hall, both agreed, motion withdrawn.
 - Motion was restated: regarding the salary: \$180,000 as a starting salary with \$12,000 differed compensation and \$12,000 for car allowance. After further discussion. With a motion Mrs. Martin and a second by Mrs. Hall both agreed, motion withdrawn.

- Motion for salary: \$185,000, \$6,000 differed compensation and \$9,000 car allowance. Total: \$200,000. With a motion by Mr. Kinnick and a second by Mrs. Treece, the motion passed.

Dr. Ginger Carter: YES
Mr. Tom Hager: YES
Mrs. Kathy Hall: YES
Mr. Jonathan Kinnick: YES
Mrs. Celia Martin: YES
Mr. Rick Smith: YES
Mrs. Paula Treece: YES

YES: 7, NO: 0

- Motion in regards to moving expenses not to exceed \$10,000 with receipts. With a motion by Mrs. Treece and a second by Mrs. Martin, after discussion, both agreed and motion withdrawn.
- Motion to remove moving expenses from the current contract. With a motion by Mrs. Treece and a second by Dr. Carter, the motion passed.

Dr. Ginger Carter: YES
Mr. Tom Hager: YES
Mrs. Kathy Hall: YES
Mr. Jonathan Kinnick: YES
Mrs. Celia Martin: YES
Mr. Rick Smith: YES
Mrs. Paula Treece: YES

YES: 7, NO: 0

- **ADJOURNMENT**

7:07 PM

Chairman

Board Secretary



Johnson City Board of Education Special Meeting

March 12, 2025

The Johnson City Board of Education met in special session on March 12, 2025, at 6:00 PM in the Board Room at the Central Office.

Attendance Taken at 6:00 PM.

Dr. Ginger Carter: Present
Mr. Tom Hager: Present
Mrs. Kathy Hall: Present
Mr. Jonathan Kinnick: Present
Mrs. Celia Martin: Present
Mr. Rick Smith: Present
Mrs. Paula Treece: Present

Present: 7.

1. CALL TO ORDER AND PURPOSE OF MEETING

A. Interview candidate, Dr. Erin Slater for the Superintendent position as recommended by TSBA.

2. ADJOURNMENT

7:33 PM

Chairman

Board Secretary



Johnson City Board of Education Special Meeting

March 11, 2025

The Johnson City Board of Education met in special session on March 11, 2025, at 6:00 PM in the Board Room at the Central Office.

Attendance Taken at 6:00 PM.

Dr. Ginger Carter: Present
Mr. Tom Hager: Present
Mrs. Kathy Hall: Present
Mr. Jonathan Kinnick: Present
Mrs. Celia Martin: Present
Mr. Rick Smith: Present
Mrs. Paula Treece: Present

Present: 7.

1. CALL TO ORDER AND PURPOSE OF MEETING

A. Interview candidate, Dr. Corey Gardenhour for the Superintendent position as recommended by TSBA.

2. ADJOURNMENT

6:17 PM

Chairman

Board Secretary



Johnson City Board of Education Special Meeting

March 10, 2025

The Johnson City Board of Education met in special session on March 10, 2025, at 6:00 PM in the Board Room at the Central Office.

Attendance Taken at 6:00 PM.

Dr. Ginger Carter: Present

Mr. Tom Hager: Present

Mrs. Kathy Hall: Present

Mr. Jonathan Kinnick: Present

Mrs. Celia Martin: Present

Mr. Rick Smith: Present

Mrs. Paula Treece: Present

Present: 7.

1. CALL TO ORDER AND PURPOSE OF MEETING

A. Interview candidate, Dr. Josh Carter for the Superintendent position as recommended by TSBA.

2. ADJOURNMENT

6:50 PM

Chairman

Board Secretary

PROPOSED FUNDRAISING ACTIVITY

School: Liberty Bell

Fund/Club/Class/Account Name: Student Activities
Council

Proposed Fundraising Activity: Dunk Tank @
Patriot Games

Dates for Proposed Activity: 5/22/25

Proposed Uses of Funds Raised: Support Student
Activities @ LBMS

Expected Student Involvement (school-wide or specific school organization):

School-wide

Method By Which School Will Receive Profit: Cash from
ticket sales

Requested By: Stephanie Elliott Teacher Date: 3/26/25
(Name & Title)

Approved By: Kelsey Walker Date: 3/28/25
Principal

Approved By: _____ Date: _____
Superintendent*

Approved By the Board of Education: _____
(Date of Meeting)**

*The Superintendent of Schools must approve all fundraising activities that involve the participation of the general student population in the marketing process of the fundraising effort.

**Fundraising must not occur prior to Board of Education approval.

FUNDRAISER AUTHORIZATION FORM

School Woodland Elementary School
Fund/club/class account L 92001 Vending Commissions
Expected timeframe of fundraiser school year
Proposed fundraising activities Dr. Epuf machine in staff lounge
Method of fundraising (in-person, crowdfunding, etc.) in-person
Proposed uses of funds raised* to supplement needs of school at principal's discretion
Expected student involvement (school-wide or specific school organization)
Faculty/Staff only
Method by which school will receive profit check from Tri-City Beverage
Requested by Brenda Sipton Bookkeeper Date 2/17/2025
Name/Title
Approved by [Signature] Date 2.24.25
Principal
Approved by _____ Date _____
Director of Schools**

* Any change in proposed uses of funds raised must be approved by the Director of Schools

** The Director of Schools must approve all fundraising activities that involve the participation of the general student population in the marketing process of the fundraising effort.

Science Hill High School
PROPOSED FUNDRAISING ACTIVITY

Fund / Club / Class Account Name: Cheerleading

Proposed Fundraising Activity: Business sponsors

Dates for Proposed Activity: May 1 - June 13

Proposed Uses of Funds Raised: cheer expenses

Expected Student Involvement (school-wide or specific school organization):
Cheerleaders

Method By Which School Will Receive Profit: cash & check

Requested By: Laura Rees Date: 2/28/25
Name
Head Cheer Coach
Title

Approved By: [Signature] Date: 3/8/25
Principal

Approved By: _____ Date: _____
Superintendent of Schools *

Approved By the Board of Education: _____
Date of Meeting **

*NOTE: The Superintendent of Schools must approve all fundraising activities that involve the participation of the general student population in the marketing process of the fundraising effort.

**Fundraising must not occur prior to Board of Education approval.

E-MAILED
MAR 11 2025

✓

Science Hill High School
PROPOSED FUNDRAISING ACTIVITY

Fund / Club / Class Account Name: cheerleading

Proposed Fundraising Activity: Kid's camp 81000

Dates for Proposed Activity: June 4-5

Proposed Uses of Funds Raised: cheer expenses

Expected Student Involvement (school-wide or specific school organization):
cheer leaders

Method By Which School Will Receive Profit: cash & check

Requested By: Laura Rees Date: 2/28/05
Name
Head Cheer Coach
Title

Approved By: [Signature] Date: 3/3/05
Principal

Approved By: _____ Date: _____
Superintendent of Schools *

Approved By the Board of Education: _____
Date of Meeting **

*NOTE: The Superintendent of Schools must approve all fundraising activities that involve the participation of the general student population in the marketing process of the fundraising effort.

**Fundraising must not occur prior to Board of Education approval.

E-MAILED
MAR 1 1 2005

Science Hill High School
PROPOSED FUNDRAISING ACTIVITY

Fund / Club / Class Account Name: Girls Basketball / 95002

Proposed Fundraising Activity: Lady Hilltoppers Summer Basketball camp

Dates for Proposed Activity: June 2, 3, 4th 2025

Proposed Uses of Funds Raised: Equipment, Travel expenses, Apparel

Expected Student Involvement (school-wide or specific school organization):

15, Girls Basketball program

Method By Which School Will Receive Profit:

Cash + Check

Requested By: Beau Howdren Date: 3/3/2025
Name
Title Teacher/Basketball Coach

Approved By: [Signature] Date: 3/5/25
Principal

Approved By: _____ Date: _____
Superintendent of Schools*

Approved By the Board of Education: _____
Date of Meeting **

*NOTE: The Superintendent of Schools must approve all fundraising activities that involve the

**Fundraising must not occur prior to Board of Education approval.





JOHNSON CITY SCHOOLS

Post Office Box 1517, Johnson City, TN 37605 www.icschools.org (423) 434-5200 Fax: (423) 218-4968

Dr. Steve Barnett, Superintendent of Schools

Field Trip Request Form 4.302

In compliance with Johnson City School Board Policy, curriculum related field trips shall be regulated in the following manner:

Each class may participate in curriculum related field trips. There must be definite correlation between subject matter and the field trip. The timing of the two must also coincide.

This request form must be approved by the principal. Out-of-state and overnight trips must have prior approval by the director of schools. Trips which are both overnight and out-of-state must also have prior approval by the School Board.

GENERAL INFORMATION:

School INDIAN TRAIL MIDDLE SCHOOL Teacher LYON / DAVIS
 Grade/Class/Club Participating ROBOTICS
 Destination STATE CHAMPIONSHIP - CLARKSVILLE, TN
 Purpose of Trip VEX ROBOTICS STATE CHAMPIONSHIP
 Names of Chaperones LYON / DAVIS

TRANSPORTATION INFORMATION

Number of students attending 7 Date of Trip 3/14-3/15 Day(s) of Week FRI-SAT
 Cost per child _____ Means of Transportation PARENT Transit confirmation N/A
 Expected Time of Departure 7AM Expected time of return SAT EVENING

CURRICULUM

- To what subject area of the curriculum does this trip relate?
STEM
- What are pupils expected to gain from the trip? (Be specific)
Demonstrate learned engineering design and teamwork skills learned throughout the season
- What follow up activities will be used to evaluate and supplement the field trip?
outcome of tournament

APPROVAL

Teacher [Signature] Date 2/27/25 Principal [Signature] Date 2-27-25
 Superintendent (If required) _____ Date _____
 Nurse notified _____ Date _____ Transit notified _____ Date _____
 Cafeteria notified _____ Date _____ Permission slips sent-Date _____

Extra Questions for Overnight Field Trips:

In addition to cost per student: *Parents pay for trip and attend w/ child*

Is it self-funded from student? what percentage? *Parents fund travel, hotel, and meals - school paid registration*

Was there a fundraising opportunity to meet the needs of the student's direct financial responsibility?

NO

Are any students excluded from this trip based on inability to secure funding for the trip? How many?

NO

Number of students going in the group requesting the trip... Number of students total in group.

7/7



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GENERAL INFORMATION:

School INDIAN TRAIL MIDDLE SCHOOL Teacher LYON / DAVIS
 Grade/Class/Club Participating ROBOTICS
 Destination STATE CHAMPIONSHIP - CLARKSVILLE, TN
 Purpose of Trip VEX ROBOTICS STATE CHAMPIONSHIP
 Names of Chaperones LYON / DAVIS

TRANSPORTATION INFORMATION

Number of students attending 7 Date of Trip 3/14-3/15 Day(s) of Week FRI-SAT
 Cost per child _____ Means of Transportation PARENT Transit confirmation N/A
 Expected Time of Departure 7AM Expected time of return SAT EVENING

CURRICULUM

- To what subject area of the curriculum does this trip relate?
STEM
- What are pupils expected to gain from the trip? (Be specific)
Demonstrate learned engineering design and teamwork skills learned throughout the season
- What follow up activities will be used to evaluate and supplement the field trip?
outcome of tournament

APPROVAL

Teacher [Signature] Date 2/27/25 Principal [Signature] Date 2-27-25
 Superintendent (If required) _____ Date _____
 Nurse notified _____ Date _____ Transit notified _____ Date _____
 Cafeteria notified _____ Date _____ Permission slips sent-Date _____

Extra Questions for Overnight Field Trips:

In addition to cost per student: *Parents pay for trip and attend w/ child*

Is it self-funded from student? what percentage? *Parents fund travel, hotel, and meals - school paid registration*

Was there a fundraising opportunity to meet the needs of the student's direct financial responsibility?

NO

Are any students excluded from this trip based on inability to secure funding for the trip? How many?

NO

Number of students going in the group requesting the trip... Number of students total in group.

7/7



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GENERAL INFORMATION:

School Science Hill HS Teacher Adam McElroy

Grade/Class/Club Participating Cross Country Team

Destination Virginia Tech University- High Performance Distance Academy

Purpose of Trip To gain knowledge and experience from elite college coaches & runners

Names of Chaperones Adam McElroy

TRANSPORTATION INFORMATION

Number of students attending 10-15 Date of Trip 7/7-7/12 Day(s) of Week Monday - Saturday

Cost per child \$705 Means of Transportation Activity Buses Transit confirmation _____

Expected Time of Departure 8:00 am Expected time of return 1:00 pm

CURRICULUM

- To what subject area of the curriculum does this trip relate?
Extracurricular athletics
- What are pupils expected to gain from the trip? (Be specific)
Training experience, team comradery, racing experience, increased fitness
- What follow up activities will be used to evaluate and supplement the field trip?
Training and race strategies learned at camp will guide future training and racing for the whole team. Team leaders will teach the entire team the skills & concepts learned at camp

APPROVAL

Teacher AM McElroy Date 3/5/25 Principal J Vanthournout Date 3-10-25

Superintendent (If required) _____ Date _____

Nurse notified _____ Date _____ Transit notified _____ Date _____

Cafeteria notified _____ Date _____ Permission slips sent-Date _____

Addendum
Overnight Field Trip Request Form 4.302
(Please complete the following on an as needed basis for each request.)

What percentage of the activity is self-funded from student?

\$705 camp registration fee

Was there a fundraising opportunity to meet the needs of the student's direct financial responsibility and, if so, what was the opportunity?

XC Booster Club fundraisers

Number of Eligible Students for Field Trip 50

Number of Student Attending the Field Trip 10

What measures are in place to enable all students to participate?

Participation in this camp is not required to be a part of the cross country team. The athletes have requested to go as a group to an elite training camp this summer to gain valuable training & race experience that they can use to improve themselves and the team. Team leaders and other camp attendees will take what they learn at the camp and teach it to the entire team when they return.

The XC booster club will host fundraisers that athletes can participate in to reduce the cost of the camp.

Additionally, during summer training, we will be offering multiple training opportunities to the entire team such as long runs on the Creeper Trail and inviting speakers on nutrition and physical therapy to help the entire team gain valuable training experience and team comradery in addition to what is learned at camp and passed on to the team.

High Performance Distance Academy

Looking for that perfect week to jump start your cross country training and give you the tools to improve as a runner? Now in its 22nd year, High Performance is a premier high school cross country camp full of training, motivation, and fun for those with a desire to be better.

OVERVIEW
WHY CHOOSE HPDA?
PAST ACADEMY SPEAKERS
PHOTOS
SAMPLE CAMP SCHEDULE
REGISTRATION
FREQUENTLY ASKED QUESTIONS
CONTACT

OVERVIEW



The focus for camp is training and is recommended for motivated runners. All abilities are welcome; the only requirement is the desire to be better. Athletes should prepare for a full week of strenuous training and run consistently throughout the weeks prior to arrival. Outside of training, athletes will be instructed by collegiate coaches, health professionals, and top athletes on topics including motivation, nutrition, biomechanics, weights and circuit training, goal setting, injury prevention, and sports psychology. While we are lucky to have access to the residence, dining, and many athletic facilities at Virginia Tech, this camp is not affiliated with Virginia Tech or the Virginia Tech Cross Country or Track & Field programs.

HOUSING AND DINING | All campers will eat, sleep, and live in the same manner as a student-athlete at Virginia Tech. Campers will be housed in an on-campus Tech dormitory located close to training facilities. On-campus dining facilities will feed our campers and are only a short walk from both the dorms and athletic fields. Meals are all-you-can-eat and have an impressive variety of culinary styles and options to choose from. Virginia Tech's Dining Facilities have been ranked #1 in the nation for college campuses for several years!

TRAINING WEEK | Training will be based on individual experience. Our goal is a motivating and meaningful week of camp without injuries or over-training. Most days of camp will include two-a-day runs, but each run provides athletes with a choice between three distances and or often a option for yoga instead of running. Campers will also complete a pool workout, circuits, plyometrics, and daily strength training. Run routes throughout the week include time on the Virginia Tech Cross Country Course, Jefferson National Forest, and a vast network of trails surrounding Blacksburg and the Virginia Tech campus. There will also be plenty of free time to rest and hang out with new friends, or jump into games of beach volleyball, ultimate frisbee, or pick-up basketball. Additional camp-wide activities in the past have included river tubing, hiking to the picturesque Cascades waterfall, and a day on the beach at Claytor Lake.

ELIGIBILITY & COST | Girls and boys entering grades 8–12 are eligible to come to camp, whether you are new to the sport of running or a seasoned veteran. We also allow graduating high school seniors entering their freshman year of college to attend camp, as long as the participant is under the age of 19 when camp starts. Middle school-age campers can attend camp but are strongly urged to have an adequate training base before attending. A \$75.00 deposit is paid when registering, and then the remainder of your balance is due when you receive your packet in late June. The cost of attendance is as follows (this includes the \$75.00 deposit):

- **Athlete** – \$705.00 (\$695.00 for 5 or more athletes of the same team,



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GENERAL INFORMATION:

School Science Hill HS Teacher Adam McElroy
 Grade/Class/Club Participating Cross Country Team
 Destination Mason, OH- Mason Invite XC Meet & Kings Island, Mason, OH
 Purpose of Trip To represent SHHS in an elite XC meet
 Names of Chaperones Adam McElroy, Molly Khan, Assistant TBD

TRANSPORTATION INFORMATION

Number of students attending 45 - 50 Date of Trip 9/5-9/7 Day(s) of Week Friday - Sunday
 Cost per child \$100 Means of Transportation Activity Buses Transit confirmation _____
 Expected Time of Departure 8:00 am Expected time of return 1:00 pm

CURRICULUM

- To what subject area of the curriculum does this trip relate?
Extracurricular athletics
- What are pupils expected to gain from the trip? (Be specific)
Racing experience, increased fitness, experience in competing against national level competition
- What follow up activities will be used to evaluate and supplement the field trip?
Interviews with athletes & competition results will guide future training and race strategy

APPROVAL

Teacher Adam McElroy Date 3/5/25 Principal J Vanthournout Date 3-10-25
 Superintendent (If required) _____ Date _____
 Nurse notified _____ Date _____ Transit notified _____ Date _____
 Cafeteria notified _____ Date _____ Permission slips sent-Date _____

Addendum
Overnight Field Trip Request Form 4.302
(Please complete the following on an as needed basis for each request.)

What percentage of the activity is self-funded from student?

\$100 for lunch money & ticket to Kings Island

Was there a fundraising opportunity to meet the needs of the student's direct financial responsibility and, if so, what was the opportunity?

XC Booster Club fundraisers- Banner Sponsorships, XC Meets & XC Nights at local businesses

Number of Eligible Students for Field Trip 50

Number of Student Attending the Field Trip 50

What measures are in place to enable all students to participate?

The XC Booster club maintains a \$2,000 fund to provide per diem to any athlete who needs financial assistance. The XC Booster club will fully cover the cost the ticket to Kings Island for any athlete who needs financial assistance.



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GENERAL INFORMATION:

School Science Hill HS Teacher Adam McElroy
 Grade/Class/Club Participating Cross Country Team
 Destination Pleasantville, NC- Hagan Stone Classic meet
 Purpose of Trip To represent SHHS in an elite XC meet
 Names of Chaperones Adam McElroy, Molly Khan, Assistant TBD

TRANSPORTATION INFORMATION

Number of students attending 45 - 50 Date of Trip 10/3-10/4 Day(s) of Week Friday - Saturday
 Cost per child Lunch Money Means of Transportation Activity Buses Transit confirmation _____
 Expected Time of Departure 11:00 am Expected time of return 5:00 pm

CURRICULUM

- To what subject area of the curriculum does this trip relate?
Extracurricular athletics
- What are pupils expected to gain from the trip? (Be specific)
Racing experience, increased fitness, experience in competing against regional competition
- What follow up activities will be used to evaluate and supplement the field trip?
Interviews with athletes & competition results will guide future training and race strategy

APPROVAL

Teacher Adam McElroy Date 3/5/25 Principal J Vanthournout Date 3-10-25
 Superintendent (If required) _____ Date _____
 Nurse notified _____ Date _____ Transit notified _____ Date _____
 Cafeteria notified _____ Date _____ Permission slips sent-Date _____

Addendum
Overnight Field Trip Request Form 4.302
(Please complete the following on an as needed basis for each request.)

What percentage of the activity is self-funded from student?

\$20 lunch money

Was there a fundraising opportunity to meet the needs of the student's direct financial responsibility and, if so, what was the opportunity?

XC Booster Club fundraisers.

Number of Eligible Students for Field Trip

50

Number of Student Attending the Field Trip

50

What measures are in place to enable all students to participate?

The XC Booster club maintains a \$2,000 fund to provide per diem to any athlete who needs financial assistance



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GENERAL INFORMATION:

School Science Hill High School Teacher Beau Hauldren
 Grade/Class/Club Participating Girls Basketball
 Destination Middle Tennessee State University
 Purpose of Trip Team Basketball Camp
 Names of Chaperones Beau Hauldren, Jeremy May, Leah Smith

TRANSPORTATION INFORMATION

Number of students attending 15 Date of Trip June 17-19 Day(s) of Week Tues-Thurs.
 Cost per child \$95⁰⁰ Means of Transportation Vans^{-RENTAL} Transit confirmation _____
 Expected Time of Departure June 17th 8:00am Expected time of return June 19th 5:00pm

CURRICULUM

- To what subject area of the curriculum does this trip relate?
Sports Psychology, team travel, team bonding
- What are pupils expected to gain from the trip? (Be specific)
Education of participation itself - teamwork, goal setting + sportsmanship - Learning from top teams
- What follow up activities will be used to evaluate and supplement the field trip?
Implement drills + strategies learned from camp into daily practices, journal + reflection

APPROVAL

Teacher B. Hauldren Date 3/7/25 Principal J. Vanthornhout Date 3-10-2025
 Superintendent (If required) _____ Date _____
 Nurse notified K. Dauge Date 3/07/25 Transit notified _____ Date _____
 Cafeteria notified _____ Date _____ Permission slips sent-Date _____

Addendum

Overnight Field Trip Request Form 4.302

(Please complete the following on an as needed basis for each request.)

What percentage of the activity is self-funded from student?

Camp fee (95.00) will be paid ~~to~~ from student, Transportation and hotel will be paid from St Booster Club.

Was there a fundraising opportunity to meet the needs of the student's direct financial responsibility and, if so, what was the opportunity? *Yes, Lady Tappers Kids Camp*

Number of Eligible Students for Field Trip

15

Number of Student Attending the Field Trip

15

What measures are in place to enable all students to participate?

Boosters will help anyone with Financial needs participate.



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GENERAL INFORMATION:

School INDIAN TRAIL MIDDLE SCHOOL Teacher LYON / DAVIS
 Grade/Class/Club Participating 8 / ROBOTICS
 Destination DALLAS, TX
 Purpose of Trip WORLD VEX ROBOTICS CHAMPIONSHIP
 Names of Chaperones MISTY DAVIS CARLETON LYON

TRANSPORTATION INFORMATION

Number of students attending 3 Date of Trip 5/8-12 Day(s) of Week FRI-SUN
 Cost per child _____ Means of Transportation SCHOOL VAN Transit confirmation N/A
 Expected Time of Departure 6 AM Expected time of return 12 AM

CURRICULUM

- To what subject area of the curriculum does this trip relate? STEM
- What are pupils expected to gain from the trip? (Be specific)
TEAMWORK COLLABORATION ENGINEERING DESIGN
- What follow up activities will be used to evaluate and supplement the field trip?

APPROVAL

Teacher [Signature] Date 3/17/25 Principal _____ Date _____
 Superintendent (If required) _____ Date _____
 Nurse notified _____ Date _____ Transit notified _____ Date _____
 Cafeteria notified _____ Date _____ Permission slips sent-Date _____

Extra Questions for Overnight Field Trips:

In addition to cost per student:

EST \$500 ~~\$500~~

Is it self-funded from student? what percentage?

PARTIAL <50%

Was there a fundraising opportunity to meet the needs of the student's direct financial responsibility?

CORPORATE SPONSORSHIPS

Are any students excluded from this trip based on inability to secure funding for the trip? How many?

NO

Number of students going in the group requesting the trip... Number of students total in group.

3



JOHNSON CITY SCHOOLS

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GENERAL INFORMATION:

School Science Hill H.S Teacher Kim Costello / Chris Dockey
 Grade/Class/Club Participating Girls Varsity Lacrosse Team
 Destination Knoxville, TN
 Purpose of Trip Double header @ CAK
 Names of Chaperones Kim Costello / Chris Dockey

TRANSPORTATION INFORMATION

Number of students attending 20 Date of Trip 4/11-4/12/25 Day(s) of Week Fri-Sat.
 Cost per child 0 Means of Transportation Bus Activity Transit confirmation _____
 Expected Time of Departure 3:30 PM 4/11 Expected time of return 7:00 PM 4/12/25

CURRICULUM

- To what subject area of the curriculum does this trip relate?
Lacrosse games
- What are pupils expected to gain from the trip? (Be specific)
Time on the field for 2 games + team bonding. Saturday game is early.
- What follow up activities will be used to evaluate and supplement the field trip?
Yes. Watch film of games

APPROVAL

Teacher [Signature] Date _____ Principal [Signature] Date 3/24/2025
 Superintendent (If required) _____ Date _____
 Nurse notified _____ Date _____ Transit notified _____ Date _____
 Cafeteria notified _____ Date _____ Permission slips sent-Date _____

Addendum
Overnight Field Trip Request Form 4.302
(Please complete the following on an as needed basis for each request.)

What percentage of the activity is self-funded from student?

Booster club is funding it.

Was there a fundraising opportunity to meet the needs of the student's direct financial responsibility and, if so, what was the opportunity?

Yes, team sponsors, GoFund Me

Number of Eligible Students for Field Trip

30

Number of Student Attending the Field Trip

30

What measures are in place to enable all students to participate?

Fully funded.



School Request Form

Board Approval to issue Checks over \$5,000

School: Cherokee Elementary

From: Danielle Bowling - Bookkeeper Date: 2/24/25

Check Amount: \$5,413.50+ Vendor: Johnson City Schools
Reason/Purpose: Educare Sweep

Check Amount: _____ Vendor: _____
Reason/Purpose: _____

Check Amount: _____ Vendor: _____
Reason/Purpose: _____

Check Amount: _____ Vendor: _____
Reason/Purpose: _____



School Request Form

Board Approval to issue Checks over \$5,000

School: Fairmont

From: Beth Baldwin

Date: 3/27/25

Check Amount: \$10,877.00

Vendor: Johnson City TN

Reason/Purpose: March educare swap

Check Amount: _____

Vendor: _____

Reason/Purpose: _____

Check Amount: _____

Vendor: _____

Reason/Purpose: _____

Check Amount: 0

Vendor: _____

Reason/Purpose: _____



School Request Form

Board Approval to issue Checks over \$5,000

School: Fairmont

From: Beth Baldwin

Date: 2-27-25

Check Amount: \$ 11,321.00

Vendor: Johnson City Schools

Reason/Purpose: February Educare Sweep

Check Amount: _____

Vendor: _____

Reason/Purpose: _____

Check Amount: _____

Vendor: _____

Reason/Purpose: _____

Check Amount: _____

Vendor: _____

Reason/Purpose: _____



School Request Form

Board Approval to issue Checks over \$5,000

School: Lake Ridge

From: Tiffany Hibbitts

Date: 3/26/25

Check Amount: \$41,938.26

Vendor: Johnson City Schools

Reason/Purpose: Educare/ECLC March sweep

Check Amount: _____

Vendor: _____

Reason/Purpose: _____

Check Amount: _____

Vendor: _____

Reason/Purpose: _____

Check Amount: _____

Vendor: _____

Reason/Purpose: _____



School Request Form

Board Approval to issue Checks over \$5,000

School: Lake Ridge

From: Tiffany Hibbitts

Date: 2/26/25

Check Amount: \$53,895.50

Vendor: Johnson City Schools

Reason/Purpose: February Educare/ECLC sweep

Check Amount: _____

Vendor: _____

Reason/Purpose: _____

Check Amount: _____

Vendor: _____

Reason/Purpose: _____

Check Amount: _____

Vendor: _____

Reason/Purpose: _____



School Request Form

Board Approval to issue Checks over \$5,000

School: Mountain View Elementary School

From: Dr. Chelsea Lee *CL* Date: 03/17/2025

Check Amount: \$ 4,000.00 Vendor: Johnson City Schools
Reason/Purpose: We request permission to write a check for Educare
MARCH sweep for \$4000.00

Check Amount: _____ Vendor: _____
Reason/Purpose: _____

Check Amount: _____ Vendor: _____
Reason/Purpose: _____

Check Amount: _____ Vendor: _____
Reason/Purpose: _____



School Request Form

Board Approval to issue Checks over \$5,000

School: South Side

From: Leah Knotts

Date: 03/26/2025

Check Amount: \$ 12,079.00 Vendor: Johnson City Schools

Reason/Purpose: Request Board Approval to Cut Educare sweep
check for March 2025 in the amount of \$12,079.00

Check Amount: _____ Vendor: _____

Reason/Purpose: _____

Check Amount: _____ Vendor: _____

Reason/Purpose: _____

Check Amount: _____ Vendor: _____

Reason/Purpose: _____



School Request Form

Board Approval to issue Checks over \$5,000

School: South Side

From: Leah Knotts

Date: 02/27/2025

Check Amount: \$ 15,375.30 Vendor: Johnson City Schools

Reason/Purpose: Request Board Approval to Cut Educare sweep
check for February 2025 in the amount of \$15,375.30

Check Amount: _____ Vendor: _____

Reason/Purpose: _____

Check Amount: _____ Vendor: _____

Reason/Purpose: _____

Check Amount: _____ Vendor: _____

Reason/Purpose: _____



School Request Form Board Approval to issue Checks over \$5,000

School/Program: Towne Acres

From: Josh Simmons / Hunter Tester

Date: 2/28/2025

Amount: \$4,749.00

Vendor: Johnson City Schools

Reason / Purpose

Educare Sweep for February 2025



School Request Form

Board Approval to issue Checks over \$5,000

School: SCIENCE HILL HIGH SCHOOL

From: S. MCINTURFF

Date: February 2025

Check Amount: 9,904.00 Vendor: J.C. Schools

Reason/Purpose: Educare Sweep

Check Amount: 7,120.00 Vendor: Tennessee Office Supply

Reason/Purpose: paper - for copiers

Check Amount: _____ Vendor: _____

Reason/Purpose: _____

Check Amount: _____ Vendor: _____

Reason/Purpose: _____

MAILED
MAR 11 2025

Johnson City Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: School Board Records	Descriptor Code: 1.407	Issued Date: 01/05/24
		Rescinds: 1.407	Issued: 01/03/22

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

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

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

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

16 **REQUESTS FOR INSPECTION²**

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

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

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

27 **REQUESTS FOR COPIES²**

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

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

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

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

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

11 **FREQUENT AND MULTIPLE REQUESTS**

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

20 **DENYING REQUESTS FOR NONCOMPLIANCE⁷**

21 *Requests to Inspect a Public Record*

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

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

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

30 *Requests for Copies of Public Records*

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

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

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

2 **RECORDS RETENTION**

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

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

20 **DISTRICT PUBLIC RECORDS REQUEST COORDINATOR¹⁴**

21 Name: Amber Forbes

22 Title: Supervisor of Human Resources

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

Legal References

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

Cross References

Financial Reports and Records 2.701
Personnel Records 5.114
Student Records 6.600

Johnson City Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Fiscal Management Goals and Objectives	Descriptor Code: 2.100	Issued Date: 06/04/24
		Rescinds: 2.100	Issued: 04/03/23

1 The Board of Education shall practice sound fiscal management procedures which guarantee maximum
2 use of all resources provided.¹

3
4 In fiscal management, the Board seeks to achieve the following goals:

- 5 1. To engage in advance planning, with broad-based staff and community involvement;
- 6
- 7 2. To establish levels of funding which will provide quality education for the system's students;
- 8
- 9 3. To use the available techniques for budget development and management;
- 10
- 11 4. To provide timely and appropriate information to all staff with fiscal management
- 12 responsibilities; and,
- 13

14 To establish efficient procedures for accounting, reporting, purchasing and delivery, payroll, payment
15 of vendors and contractors, and all other areas of fiscal management.

16 RESERVE FUNDS

17 The Board recognizes the need to maintain an operating reserve in the General Purpose School fund
18 for the following purposes:

- 19 • Hold adequate working capital to meet cash flow needs during the fiscal year
- 20 • Reduce the need for short term borrowing
- 21 • Serve as a safeguard for unanticipated expenses
- 22 • Show fiscal responsibility to maintain a high credit rating which will help reduce future
- 23 borrowing costs
- 24

25 The Board of Education shall place emphasis on maintaining an unrestricted fund balance in the
26 General Purpose School Fund to an amount equal to approximately 16 percent of the General Fund
27 Operating budget expenditures. This represents approximately two (2) months of operating
28 expenditures.

29
30 At the close of each budget year any excess of revenues over expenditures that will increase the
31 cumulative unrestricted fund balance above the established target amount will be recorded as a

- 1 restricted reserve account available for appropriation by the Board of Education for one-time
- 2 expenditures.

Legal References

1. [Internal School Funds Manual, Section 3-1](#)

Cross References

School District Goals 1.700

Johnson City Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Line-Item Transfer Authority	Descriptor Code: 2.201	Issued Date: 04/13/20
		Rescinds: 2.201	Issued: 02/04/02

- 1 Line-item transfers within major categories shall be made upon the recommendation of the Director of
- 2 Finance and approved by the Superintendent of Schools with information provided to the Board **of**
- 3 **Education** in the monthly financial report.
- 4 Transfers between major budget categories shall be made with the approval of the Board ~~of Education~~
- 5 and notification of the City Commission.¹
- 6 Monies provided by the city for educational purposes shall be under the direct control of the Board
- 7 which shall designate the expenditure of such funds.

Legal Reference:

1. OP Tenn. Atty. Gen. 83-464 (Oct 26, 1983);
Bandy v. State ex. rel. Sullivan County Board;
186 TN 11, 207 S. W. 2d 1011 (1948)

Johnson City Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Comparability of Services	Descriptor Code: 2.300	Issued Date: 04/06/15
		Rescinds: 2.300	Issued: 07/01/00

- 1 In order to ensure comparability of services¹ from local and state funds in all of its schools, the Board
2 **of Education** shall ensure that:
- 3
 - 4 1. A system-wide salary schedule is adopted annually;
 - 5
 - 6 2. Teachers, principals, and support personnel are assigned to schools on an equivalent
7 basis according to grade levels and need; and
 - 8
 - 9 3. Curriculum materials and instructional supplies are provided to schools on an
10 equivalent basis according to grade levels and need.

Legal References

1. TCA 49-3-353

Johnson City Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Gifts and Bequests to the School System	Descriptor Code: 2.401	Issued Date: 04/03/23
		Rescinds: 2.401	Issued: 04/04/19

1 The Board **of Education** shall establish and or identify a non-profit corporation to be known as the
2 Johnson City Schools Foundation, Inc. to receive and administer private grants, gifts, bequests and
3 endorsements for student aid, scholarships and other purposes.¹

4 The Board shall request that gifts which are not available for immediate school use be made to the
5 Johnson City **Public** Schools Foundation, Inc., which will use them for the designated purpose.

6 The Board shall request that the Johnson City **Public** Schools Foundation, Inc. manage its funds ~~with~~
7 ~~limited risk~~ **actively and responsibly**, and that gifts in a form other than cash shall be converted to
8 cash in a reasonable time and manner, unless it is to be held in kind for a designated period or for a
9 designated reason.

10 The Board shall request that the Foundation provide a financial report to the Board annually no later
11 than May 30. The report shall include information on grants awarded and contributions received.

12 Gifts of money, property, or securities immediately usable in the schools which may serve to enhance
13 and extend the work of the schools may be received by the system.

14 The system shall not be obligated to accept gifts.

15 It shall be the general policy of the system to direct those who desire to make contributions to consider
16 equipment or services that are not likely to be acquired from public fund expenditures.

17 The following guidelines will apply to gifts to the system:

- 18 1. Equipment contributed to the schools becomes the property of the system and is subject to the
19 same controls and regulations that govern the use of other school-owned property.
20
- 21 2. Contributions of equipment or services that may involve major costs for installation or
22 maintenance, or initial or continuing financial commitments from school funds, shall be
23 presented by the Superintendent of Schools' office for Board consideration and approval.
24
- 25 3. The purchases of equipment on a matching fund basis, (part of cost provided by an individual
26 or organization and part by the Board of ~~Education~~ from public funds) may be allowed.
27
- 28 4. Individuals or organizations desiring to contribute supplies or equipment will be encouraged to
29 counsel with school officials regarding the acceptability of such contributions in advance of the
30 solicitation of funds or the making of budgetary appropriations.
31

- 1 5. A list of supplies and equipment contributed primarily for school use shall be reported to the
- 2 Board by the Superintendent of Schools' office at least annually.
- 3 6. The Board shall not be obligated to accept property which is subject to any charge or
- 4 encumbrance.

Legal References

1. TCA 49-6-2006(a)

Cross References

Staff Conflicts of Interest 5.601
Staff Gifts and Solicitations 5.605
Gifts 6.710

Johnson City Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Surplus Property Sales	Descriptor Code: 2.403	Issued Date: 04/03/23
		Rescinds: 2.403	Issued: 04/04/22

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

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

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

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

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

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

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

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

Legal References

1. TCA 49-6-2006(b)(3); TCA 49-6-2208
2. TCA 49-6-2007
3. TCA 12-2-403(a)
4. 2 CFR § 200.313

Cross References

- Duties of Officers 1.201
Inventories 2.702
Textbooks 4.401

Johnson City Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: School Support Organizations	Descriptor Code: 2.404	Issued Date: 05/07/24
		Rescinds: 2.404	Issued: 04/13/20

1 Only a group or organization that has entered into a written cooperative agreement with the Board of
2 Education may use the name, mascot or logo of a school or the school district to solicit or raise money,
3 materials, property, securities, services, or other things of value.¹

4 A civic organization operating concessions or parking at school-sponsored events is not a school
5 support organization subject to this policy.

6 **REPORTING AND RECORDS**

7 The Superintendent of Schools ~~or~~/designee shall annually post a list of organizations that are
8 recognized as school support organizations on the school district's web site.

9 Any forms, annual reports, or financial statements submitted shall be open to public inspection as a
10 public record.

11 **PROCEDURES**

12 The Superintendent **of Schools** shall create procedures to oversee the relationship between the Board
13 and any school support organization. These procedures shall include, at a minimum, the following:

14 1. Any agreement between the Board and a school support organization shall be in writing and
15 signed by the Superintendent of Schools or designee and an authorized agent of the school
16 support organization seeking authorization. This agreement shall contain, at a minimum, the
17 following provisions:

18 a. An agreement to abide by any policies and procedures regarding school support
19 organizations;

20 b. An agreement to indemnify the Board, the Superintendent and all other agents of the
21 local education agency for the actions of the school support organization; and

22 c. An agreement to maintain an adequate comprehensive liability insurance policy that
23 names the Johnson City School System as an additional insured.

24 2. Prior to entering into any agreement, a school support organization shall submit the following
25 to the Superintendent of Schools or designee:

26

- 1 a. Documentation confirming the school support organization's status as a nonprofit
2 organization, foundation, or a chartered member of a nonprofit organization or
3 foundation;
- 4 b. A written statement of the goals and objectives of the group or organization;
- 5 c. The principal contact telephone and address, as well as the telephone number, address,
6 and position of each officer of the group or organization; and,
- 7 d. A copy of the school support organization's written policy specifying reasonable
8 procedures for accounting, controlling, and safeguarding any money, materials,
9 property, securities, services, or other things of value collected or disbursed by it.
- 10 3. The Superintendent shall designate a date prior to the beginning of the regular school year for
11 the school support organization to submit a form to the Superintendent **of Schools** ~~or the~~
12 ~~Superintendent's~~ /designee which verifies the information previously provided by the school
13 support organization is correct or, if the information is no longer correct, that date shall be the
14 deadline for any corrections.
- 15 4. The school support organization will participate in annual training on all Federal, State and
16 local laws, ordinances, regulations, and Board policies regarding the operation of the
17 organization.
- 18 5. The school support organization shall abide by all applicable Federal, State and local laws,
19 ordinances, regulations and Board of Education policies in its activities.
- 20 6. The school support organization shall maintain a copy of its charter, bylaws, minutes, and
21 documentation of its recognition as a nonprofit organization.
- 22 7. The school support organization shall maintain financial records for a period of at least four (4)
23 years.
- 24 8. The school support organization shall operate within the applicable standards and guidelines set
25 by a related state association, if applicable, and shall not promote, encourage or acquiesce in
26 any violation of student or team eligibility requirements, conduct codes or sportsmanship
27 standards.
- 28 9. The school support organization's officers shall ensure that school support organization funds
29 are safeguarded and are spent only for purposes related to the stated goals and objectives of the
30 organization.
- 31 10. The school support organization shall obtain the approval of the Superintendent **of Schools** ~~or~~
32 ~~the Superintendent's~~ /designee before undertaking any fundraising activity. The Superintendent
33 or the Superintendent's designee shall consider, at a minimum, the following when approving
34 or denying a request by a school support organization to engage in a fundraising activity:

- 1 a. Whether the fundraising activity, as scheduled, conflicts with the fundraising activity of
2 the school district or an individual school within that district; and,
- 3 b. Whether the fundraising activity is consistent with the goals and mission of the school
4 or school district.
- 5 11. The school support organization shall provide access to all books, records, and bank account
6 information for the school support organization to officials of the local school board, local
7 school principal, or auditors of the office of the comptroller of the treasury upon request. In
8 order for the Board of Education, including any school, to accept monetary contributions in an
9 amount greater than \$15,000 per year from a school support organization the organization must
10 conduct a full financial review of all books and records relating to finances once each year by a
11 public accountant or public accounting firm or a committee of members versed in accounting
12 procedures and supply a financial statement to the Board and to their members. Such auditors
13 or committee members may not be related to the treasurer of the school support organization;
- 14 12. A school representative cannot act as a treasurer or bookkeeper for a school support
15 organization or be a signatory on the checks for a school support organization. A majority of
16 the voting members of any school support organization board should not be composed of
17 school representatives.
- 18 13. The school support organization must clearly indicate that any activity undertaken by such
19 organization is not sponsored by the School System or any school and supervise any
20 organization activity.

21 The Superintendent of Schools may enact procedures to suspend or revoke the authorization of any
22 school support organization for a failure to abide by the policies and procedures regarding school
23 support organizations.

24 **OPERATION OF A SCHOOL BOOKSTORE**

25 The principal of a school may enter into an agreement with a recognized school support organization
26 for the operation of a bookstore located on school grounds, which makes direct sales to students and
27 faculty, pursuant to procedures promulgated by the Superintendent of Schools. These procedures shall
28 provide, at a minimum, the following:

- 29 1. One hundred percent (100%) of the profits of the operation of the bookstore are used for
30 support of the school; and
- 31 2. The school support organization provides the school with the relevant collection documentation
32 that would have been required pursuant to the provisions of the manual produced under TCA
33 49-2-110 for student activity funds.
- 34

35 The Superintendent may provide such other procedures and forms as he deems necessary.

1 CONCESSIONS AND PARKING

2 The principal of a school may agree to allow an authorized school support organization to operate and
3 collect money for a concession stand or parking at a related school academic, arts, athletic, or social
4 event on school property without the prior approval of the Superintendent **of Schools** ~~or~~
5 ~~Superintendent's~~ /designee. Any money payable to the school pursuant to the agreement with the
6 principal will be considered school support group funds and not student activity funds if the school
7 support organization provides the school with the relevant collection documentation required by the
8 student activity funds manual produced by the State.

9 Contracts Between the Board of Education and school support organization

- 10 1. A school support organization may contract with the **School** System to fund curriculum-based
11 classes. These classes may be scheduled during such times at the Superintendent deems
12 appropriate for student benefit. Such classes may not be a replacement for services currently
13 provided by any school employee. Such classes can be scheduled during normal school hours
14 for activities that are not available after school, are not funded by the System's budget and are
15 an enhancement to current programs. Funds for such classes must be paid to the System and
16 must be in an amount sufficient to cover salaries for staffing and any other needs related to the
17 class. The school support organization that funds such classes will be allowed to have a
18 representative participate in the hiring of any staff needed for the class and will be allowed to
19 participate in the design of curriculum, if necessary. Any staff hired pursuant to this provision
20 will be subject to the same policies and procedures as other similarly situated staff.
21
- 22 2. The school support organization may contract with professional individuals through personal
23 services contracts approved by the Superintendent of Schools for the staff hired to provide
24 enhancement. The Board will not be responsible for the compensation of any staff or the
25 payment of any sums under such personal services contracts and the Superintendent of Schools
26 will have final authority to terminate such personal services contracts.

Legal References

1. [TCA 49-2-601, et seq](#)

Cross References

Use of Copyrighted Materials, Mascots and
Logos 4.404

Johnson City Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Commercial Crime Insurance	Descriptor Code: 2.600	Issued Date: 05/07/24
		Rescinds: 2.600	Issued: 02/05/07

- 1 Johnson City School sSystem employees with direct access or signature authority to available school
2 system funds shall be covered by a Commercial Crime Insurance Policy purchased by the
3 system.¹ Coverage shall be for a minimum of \$200,000.

Legal References:

1. [TCA 8-19-101, 102, 103](#); [TCA 49-2-110\(a\)\(1\)](#)

Johnson City Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Accounting System	Descriptor Code: 2.700	Issued Date: 05/07/24
		Rescinds: 2.700	Issued: 04/03/23

1 CENTRAL OFFICE

2 The Superintendent of Schools shall maintain a system of accounting, arranged according to the
3 regulations prescribed by the Commissioner of Education, which provide a detailed and accurate
4 account of all receipts and disbursements of the schools.¹

5 GENERAL FUNDS

6 Through appropriations by the City **of Johnson City** Commission, the school system annually receives
7 budgeted funds for operation purposes. Those funds shall be accounted for in accordance with the City
8 of Johnson City Finance Department Regulations and in accordance with the State of Tennessee
9 finance accounting codes. The Annual Public School Financial Report shall be filed and certified in
10 accordance with Department of Education regulations and submitted to the State.

11 All school accounts shall be audited on an annual basis by an independent auditor selected by the City
12 **of Johnson City**. The auditor shall be required to provide to the Board of Education a detailed
13 breakdown of audit adjustments.

14
15 When administering the budget, the Superintendent of Schools shall strive to hold expenditures within
16 the budgeted amounts thus making the actual financial report comply as much as possible with the
17 budget which was approved by the Johnson City Board of Education. The total budgeted amount shall
18 not be exceeded without the approval of an amended budget by the Board and the City **of Johnson**
19 **City** Commission. The undesignated fund balance cannot be expended without prior approval of the
20 Board.

21 FEDERAL FUNDS

22 Each individual federal fund will have a supervisor appointed by the Superintendent of Schools. That
23 supervisor will be responsible for assuring that the fund is administered according to the following:

- 24 1. Fund application as approved;
- 25 2. Purchasing procedures of the Johnson City School System;
- 26 3. Expense accounts not exceeding the federal funds budgeted;
- 27 4. The Federal Government Educational Department of General Administrative Regulations; and
- 28 5. Year-end completion reports completed accurately and submitted in a timely manner.

29 INTERNAL ACTIVITY FUNDS

30 The Board authorizes each respective school under its jurisdiction to receive activity and other internal
31 funds, such as athletic ticket money, school lunch funds and school class funds.²

- 1 The Board shall hold each principal responsible for the management of all internal accounts under his
- 2 jurisdiction in accordance with the *Internal School Funds Manual*.²
- 3

Legal References

1. [TCA 49-2-301\(b\)\(1\)\(D\); TCA 49-3-316\(a\)\(1\)](#)
2. [TCA 49-2-110\(a\)](#)
3. [TCA 49-2-110\(d\)](#)

Cross References

- Expenditure of Funds 2.800
- Petty Cash Accounts 2.801
- Student Activity Funds Management 2.900

Johnson City Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Payroll Procedures	Descriptor Code: 2.802	Issued Date: 04/03/23
		Rescinds: 2.802	Issued: 04/01/13

- 1 All employees shall be paid twice monthly.
- 2 ~~No advance payments of salary shall be made.~~ **Individual requests for advanced payments of**
- 3 **salary shall not be considered.** Upon resignation or retirement of school personnel, final salary
- 4 payment shall be withheld until all records and assets in custody of the employee are satisfactorily
- 5 transferred to his successor or another designated person.

Cross References

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

Johnson City Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: <h2 style="text-align: center;">Salary Deductions</h2>	Descriptor Code: 2.803	Issued Date: 05/07/24
		Rescinds: 2.803	Issued: 05/07/18

- 1 The Board of Education shall approve all payroll deduction categories. Upon appropriate written
- 2 authorization, the Director of Finance shall make deductions from the salary of the employee.

- 3 Tax-sheltered annuity deductions will be made only after the employee and annuity company
- 4 representative complete appropriate School System ~~F~~forms.

- 5 An employee may change or terminate any salary deduction by following the procedures set by the
- 6 Finance Department. Changes to deductions for pre-tax items must meet IRS regulations.

- 7 It may take up to one calendar month for changes to deductions to become effective.

Cross References

Tuition 2.400
 Insurance Management 3.600

Johnson City Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Requisitions	Descriptor Code: 2.807	Issued Date: 04/05/16
		Rescinds: 2.807	Issued: 10/06/08

1 The Board **of Education** shall designate personnel to be responsible for making requisitions.

2
3 All approved requisitions will be submitted to the purchasing agent (Superintendent of Schools,
4 principals,
5 department heads or federal programs supervisor) on forms provided by the Superintendent of Schools.
6

7 The principal or designee in each school must sign all requisitions for purchases. This applies to all
8 instructional purchases including physical education, special education, music, all academic subject
9 areas, and all departments including athletics and vocational.

10
11 The number of each purchase order shall be recorded on the requisition.

12
13 After processing, the original copy of the requisition will be filed in the appropriate purchasing office.
14
15

Cross Reference:
Purchase Orders 2.808

Johnson City Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Payment Procedures	Descriptor Code: 2.810	Issued Date: 02/02/09
		Rescinds: 2.810	Issued: 02/04/02

- 1 The purchasing agent (Superintendent of Schools, department head, federal projects supervisor or
2 principal) shall approve all claims for payment prior to their submission to the Board **of Education**.¹
3
4 Schools may obligate themselves for the purchase of equipment, supplies, or services, provided
5 payments are completed by June 30 of the current school year or a plan for future payments has been
6 made by the principal and approved by the Board

Legal References

1. TCA 49-2-206(b)(3)

Click here to choose a school board.

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

1 **To define the fair and reasonable use of copyrighted work for educational purposes without the**
2 **permission of the copyright owner and reduce the risk of copyright infringement the following**
3 **guidelines are in effect:**

- 4 1. **All employees shall adhere to the provisions of the United States Code regarding the**
5 **copying and/or the use of copyrighted materials;¹**
6 2. **In the case of computer software, the ethical and practical problems caused by computer**
7 **software piracy shall be taught in all computer courses;**
8 3. **The Superintendent of Schools shall establish specific procedures regarding the copying,**
9 **distribution, and use of copyrighted materials for instructional purposes;¹ and**
10 4. **The principal of each school shall establish practices which will enforce this policy at the**
11 **school level.**

Legal References

1. [17 USCA §§ 106, 107, 110](#)

Cross References

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

Johnson City Board of Education

Monitoring: Review: Annually, in December	Descriptor Term: Promotion and Retention	Descriptor Code: 4.603	Issued Date: 01/06/25
		Rescinds: 4.603	Issued: 04/03/23

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

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

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

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

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

29 VOLUNTARY RETENTION

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

1
2 1. The student has a documented academic or behavioral delay; and

3
4 2. The parent/guardian believes that retention may benefit the student.⁵

5 **This information shall be submitted in writing within thirty (30) days of the end of the school**
6 **year. The district shall send written notice to the parent/guardian confirming whether the**
7 **student is eligible for retention under state law.**

8 **PROMOTION PLANS**⁶

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

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

22 A student who demonstrates sufficient academic progress according to his/her promotion plan shall be
23 promoted to the next grade level unless retention is required per additional requirements for students in
24 third and fourth grade.⁷

25 If a student has not demonstrated sufficient academic progress according to their promotion plan by the
26 end of the school year, the student shall be eligible to enroll in a summer reading or learning program,
27 if available. Parent(s)/guardian(s) shall be notified of a decision for retention at least ten (10) calendar
28 days prior to the start of the next school year if the student was enrolled in a summer program.
29 However, if the student wasn't enrolled in a summer program, the parent(s)/guardian(s) shall be
30 notified of a decision for retention at least thirty (30) calendar days prior to the start of the next school
31 year.⁸

32 **RETENTION**⁷

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

35 *Decision of Retention – General*⁹

36 If a student is retained, the Superintendent of Schools/designee shall develop an individualized
37 academic remediation plan within thirty (30) calendar days after the beginning of the next school year.

1 A copy of the plan shall be provided to the student’s parent(s)/guardian(s) within ten (10) calendar
2 days of its development. The plan shall include at least one of the following strategies:

- 3 1. Adjustment to the current instructional strategies or materials;
- 4
- 5 2. Additional instructional time;
- 6
- 7 3. Individual tutoring;
- 8
- 9 4. Modification to the student’s classroom assignment to ensure the student receives
10 instruction from a teacher with a level of overall effectiveness of above expectations (level
11 4) or significantly above expectations (level 5); or
- 12
- 13 5. Attendance or truancy interventions.

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

18 ***Decision of Retention – Third Grade***¹⁰

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

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

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

(ECBM) and an academic remediation plan and unanimous recommendation for promotion from the ELA teacher and principal, and receives tutoring services during the entire fourth grade school year.

2. A student in third grade receiving a performance level rating of “below” on the ELA portion of the student’s most recent TCAP test may be promoted if:
 - a. The student is an English language learner and has received less than two (2) full years of ELA instruction;
 - b. The student was previously retained in grades K-3;
 - c. The student is retested before the next school year and scores proficient in ELA; or
 - d. The student attends a learning loss bridge camp before the next school year, maintains a ninety percent (90%) attendance rate, and receives tutoring for the entirety of the next school year in accordance with state law.

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

Decision of Retention – Fourth Grade¹⁰

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

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

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

1 ***Decision of Retention – Students with Disabilities*** ¹¹

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

6 **APPEALS** ^{8,12}

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

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

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

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

Legal References

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

Cross References

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

Johnson City Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: <h2 style="text-align: center;">Personnel Goals</h2>	Descriptor Code: 5.100	Issued Date: 04/03/23
		Rescinds: 5.100	Issued: 04/05/21

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

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

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

Legal References

1. State Board of Education Policy 5.700; TCA 49-1-302(g)

Cross References

School District Goals & Objectives 1.700

Johnson City Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Lines of Authority and Staff Relations	Descriptor Code: 5.101	Issued Date: 06/04/24
		Rescinds: 5.101	Issued: 06/01/09

- 1 The Superintendent of Schools shall establish lines of authority which shall be approved by the Board
2 of Education.
- 3 All personnel are expected to keep their immediate supervisor informed of their activities and shall
4 refer matters requiring administrative action to the administrator to whom they report. That
5 administrator shall refer such matters to the next higher administrative authority when necessary.
- 6 Lines of authority do not restrict the ~~cooperative, sensible working together of all~~ **collaboration of**
7 staff members at all levels. The established lines of authority represent direction of authority and
8 responsibility and avenues for a two-way flow of ideas to improve the program and operations of the
9 school system.

Cross References

Assignment/Transfer 5.115
Complaints and Grievances 5.501

Johnson City Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Classification and Qualifications	Descriptor Code: 5.102	Issued Date: 06/04/24
		Rescinds: 5.102	Issued: 04/05/21

1 ADMINISTRATIVE AND SUPERVISORY PERSONNEL

2 All administrative and supervisory positions in the school system are established initially by the Board
3 **of Education**, by state law, or by State Board Rules, Regulations, and Minimum Standards.

4
5 To be considered for certified administrative or supervisory positions, the applicant must show the
6 following qualifications:¹

- 7 1. Professional teaching certification; and
- 8 2. Administrative or supervisory certification and experience in accordance with state law and
9 State Board Rules and Regulations in the appropriate area based on the minimum of a
10 master's degree.

11 Non-certified administrative and supervisory personnel shall possess sufficient training and experience
12 to perform the services required and such additional qualifications as the Board and Superintendent of
13 Schools shall determine.

14 CERTIFIED PERSONNEL²

15 Certified staff members are the personnel whose employment status requires certification in
16 accordance with the rules and regulations of the State Board of Education.¹

17 CLASSIFIED PERSONNEL³

18 Classified staff members are personnel whose regular employment does not require certification in
19 accordance with rules and regulations of the State Department of Education.

Legal References

1. [TCA 49-5-101](#); [TRR/MS 0520-02-03-.10](#); [TRR/MS 0520-02-06-.01](#)
2. [TRR/MS 0520-02-03](#); [TRR/MS 0520-02-06](#)
3. [TRR/MS 0520-02-06-.04](#)

Cross References

Employment of Non-Certified Administrative and Support Personnel 5.8001

Johnson City Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: <h2 style="text-align: center;">Equal Opportunity Employment</h2>	Descriptor Code: 5.104	Issued Date: 04/03/17
		Rescinds: 5.104	Issued: 07/01/00

- 1 Opportunity for employment, as well as continuation and advancement in employment, shall be
- 2 afforded equally to members of all races, creeds, colors, sexes, genders, religions, ages, national
- 3 origins, and individuals with disabilities or veteran status with regard only for qualifications for the
- 4 positions involved.^{1,2}

Legal References

1. U.S. Constitution, Amendment XIV; Title VII, Civil Rights Act of 1964; Title VI, Civil Rights Act of 1964; Title IX, Education Amendments of 1972; Age Discrimination Act of 1967; Section 504 of the Rehabilitation Act of 1973
2. Public Law 101-336; U.S.C. 12112

Cross References

Grievance Procedures for Qualified Individuals with Disabilities 1.802
 Discrimination/Harassment 5.500
 Complaints and Grievances 5.501

Johnson City Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Recruitment of Employees	Descriptor Code: 5.105	Issued Date: 08/05/13
		Rescinds: 5.105	Issued: 06/07/10

- 1 Employment of personnel shall be within the discretion of the Superintendent of Schools.¹
- 2 The Superintendent of Schools is responsible for the development of a program for the recruitment of
- 3 licensed personnel.²
- 4 Identification of personnel needs shall be the responsibility of the Superintendent of Schools,
- 5 supervisors, and building principal. ~~An effort shall be made to include a varied representation of~~
- 6 ~~academic and professional experiences, age, ethnic backgrounds, race and sex.~~
- 7 Vacancies may be advertised. A deadline for applications will be established and disseminated with
- 8 any vacancy notice.

Legal References

1. TCA 49-2-301(b)(1)(EE)
2. ~~TRR/MS 0520 1 2 .14~~

Cross References

Staff Positions 5.116

Johnson City Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Application and Employment	Descriptor Code: 5.106	Issued Date: 04/03/23
		Rescinds: 5.106	Issued: 04/04/22

1 APPLICATION

2 An individual desiring a position with the Johnson City School System shall make application to the
3 Superintendent of Schools ~~on forms~~ **by methods** approved by the Superintendent of Schools. ~~In a~~
4 ~~continuing effort to further ensure the safety and welfare of students and staff, the school system shall~~
5 ~~require criminal history records checks by fingerprinting of applicants.~~ **Any person applying for a**
6 **position shall supply a fingerprint sample and submit to a criminal history records check**
7 **conducted by the Tennessee Bureau of Investigation and agree to the release of investigative**
8 **records for the purpose of verifying the accuracy of criminal violation information.**¹ **The cost of**
9 **such checks and investigations shall be born by the applicant.**⁴³

10 Knowingly falsifying information shall be sufficient grounds for termination of employment and shall
11 also constitute a Class A misdemeanor which must be reported to the District Attorney General for
12 prosecution.³⁴

13 ~~Any person applying for a position shall supply a fingerprint sample and submit to a criminal history~~
14 ~~records check conducted by the Tennessee Bureau of Investigation and agree to the release of~~
15 ~~investigative records for the purpose of verifying the accuracy of criminal violation information. The~~
16 ~~cost of such checks and investigations shall be born by the applicant.~~⁴

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

19 *Certified Employees*

20 The application must include a transcript of credits earned at the colleges or universities attended,
21 recent evaluations, if available, and reference information from persons such as previous employers,
22 college professors and supervisors of student teachers. Required information shall include whether
23 such applicant has been dismissed for cause from a school system.⁵ If previously employed by a local
24 board of education, the applicant shall provide evidence of acceptable resignation.

25 No person shall be employed:

- 26 1. Who is not eligible for or does not hold a valid license to teach from the State Board of
27 Education;⁶
- 28
- 29 2. Who is listed on the state's abuse of vulnerable persons registry maintained by the Department
30 of Health;⁷
- 31

- 1 3. Who has been identified by the Department of Children’s Services as a perpetrator of child
2 abuse, severe child abuse, child sexual abuse, or child neglect or who poses an immediate threat
3 to the health, safety, or welfare of children;⁷
4
- 5 4. Who does not receive a satisfactory background check;¹⁰
6
- 7 5. Why has not complied with the Immigration Reform and Control Act of 1986;¹¹
8
- 9 6. Who does not present a physician's certificate showing a satisfactory health record or has any
10 contagious or communicable disease in such form that might endanger the health of school
11 children;⁸
12
- 13 7. Who refuses to take and subscribe to an oath to support the Constitution of the State of
14 Tennessee and of the United States of America;⁹ or
15
- 16 8. Who fails to make a full disclosure of any prior criminal record and any prior dismissals from
17 employment for cause.

18 *Classified Employees*

19 No person shall be employed:

- 20 1. Who has any contagious or communicable disease in such form that might endanger the health
21 of children;⁸
22
- 23 2. Who has been identified by the Department of Children’s Services as a perpetrator of child
24 abuse, severe child abuse, child sexual abuse, or child neglect or who poses an immediate threat
25 to the health, safety, or welfare of children;⁷
26
- 27 3. Who is listed on the state’s abuse of vulnerable persons registry maintained by the Department
28 of Health;⁷
29
- 30 4. Who has not complied with the Immigration Reform and Control Act of 1986;¹¹or
31
- 32 5. Who does not receive a satisfactory background check; or¹⁰
33
- 34 6. Who fails to make a full disclosure of any prior criminal record and any prior dismissals from
35 employment for cause.

36 **EMPLOYMENT**

37 *Certified Employees*

38 After checking references and recommendations, the Superintendent of Schools shall fill positions and
39 assign qualified applicants.

40 *Classified Employees*

- 1 It shall be the responsibility of the principals to select the classified employees for the school served
- 2 and recommend same to the Superintendent of Schools. The Superintendent of Schools is responsible
- 3 for employing all classified personnel.

- 4 Central office, cafeteria, and maintenance and other system wide personnel shall be interviewed and
- 5 employed by the Superintendent of Schools or designee.

Legal References

1. TCA 49-5-406
2. State Board of Education Policy 5.501
3. ~~TCA 49-5-406(a)(2)(A)~~ **TCA 49-5-413(c)**
4. ~~TCA 49-5-413(e)~~ **TCA 49-5-406(a)(2)(A)**
5. TCA 49-2-131
6. TCA 49-5-403; TCA 49-5-101; Public Acts of 2021, Chapter No. 211
7. TCA 49-5-413(e)
8. TCA 49-5-404
9. TCA 49-5-405
10. TCA 49-5-413(a), (f)
11. Immigration Reform and Control Act of 1986; Pub. L. No. 99-603, 100 Stat. 3359, 8 USCA § 1101 *et seq.*

Cross References

- Orientation and Probation 5.107
Compensation Guides & Contracts 5.110

Background Investigations 5.118

Recommendations and File Transfers 5.203

Interim Employees 5.700
Qualifications and Duties of the Director of Schools 5.802

Johnson City Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: <h2 style="margin: 0;">Supervision</h2>	Descriptor Code: 5.108	Issued Date: 06/04/24
		Rescinds: 5.108	Issued: 04/03/23

- 1 ~~Supervision a~~Administrative and supervisory personnel shall be provided by the Superintendent of
- 2 Schools.

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

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

- 6 The immediate supervisor and Superintendent of Schools ~~or~~ /designee share the responsibility for
- 7 providing orientation experience for newly hired employees. Periodic training sessions will be
- 8 provided for employees or employee groups as deemed necessary.

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

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

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

Legal References

1. [TCA 49-6-3004\(c\)\(2\)](#)

Cross References

- Nepotism 1.108
 Job Descriptions 5.103
 Staff Positions 5.116

Johnson City Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Compensation Guides & Contracts	Descriptor Code: 5.110	Issued Date: 08/04/14
		Rescinds: 5.110	Issued: 07/02/12

1 All **certified** personnel must make a written contract with the Board **of Education** at a fixed salary per
2 month before entering upon their duties.¹ This contract may be re-issued each fiscal year (July 1-June
3 30) indicating salary and term changes. A salary schedule, based on job classification and years of
4 experience, shall be established.

5 The Superintendent of Schools shall establish the salary rating of each person employed and shall
6 recommend such salary rating to the Board for its approval.²

7 All classified employees are employed at the will of the Superintendent.

8 Salaries of all employees, including substitute and supplemental pay, shall be paid by the Board. No
9 payment to any employee for service performed on behalf of the school system shall be made from any
10 source other than the Board.³

11
12 Any person receiving compensation for work that involves regular, systematic contact with students or
13 work of the type that is normally performed by employees must be ~~under contract~~ **employed** with the
14 Johnson City Board of Education and/or the Johnson City School System and must be on the school
15 system's payroll.

16 Contracts for (non-administrative) ten-month teachers shall include two-hundred (200) days of
17 responsibility, plus twenty (20) days for each additional month assigned by the Board. Each contract
18 shall provide:⁴

- 19 1. A minimum of one hundred and eighty (180) days for classroom instruction;
- 20 2. A minimum of five (5) days for in-service education;
- 21 3. One (1) day for teacher-parent conferences;
- 22 4. Four (4) administrative days as designated by the Board upon recommendation of the
23 Superintendent of Schools; and
- 24 5. Ten (10) vacation days.

25 The school calendar adopted by the Board each year shall become part of each employee's contract.

26 Salaries and supplements may be paid from revenue derived from sources other than taxes, provided
27 the revenue is deposited with and salaries paid through the Board. This includes donations or
28 contributions from individual, civic or other non-school related sources of funds from individual
29 school activity funds, such as gate receipts and concessions.^{1,5}

Legal References

1. TCA 49-2-203(a)(1); TCA 49-5-408
2. TCA 49-5-402
3. TCA 49-3-306; TCA 49-5-709; TCA 49-2-2039(a)(1)
4. TCA 49-6-3004
5. TCA 49-6-2006; *Tennessee Internal School Financial Management Manual*, Section 5, Title 6

Cross References

School Calendar 1.800
Revenues 2.400
Payroll Procedures 2.802
Personnel Classification and Qualifications 5.102

Johnson City Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: In-Service and Professional Learning Opportunities	Descriptor Code: 5.113	Issued Date: 04/03/23
		Rescinds: 5.113	Issued: 04/05/21

1 IN-SERVICE EDUCATION

2 In-service education¹ is a program of planned activities designed to increase the competencies needed
3 by all personnel in the performance of their responsibilities. Competencies are defined as the knowledge,
4 skills, and attitudes which enable personnel to perform their tasks with maximum effectiveness to
5 increase student achievement.

6 *Administrative and Supervisory Employees*

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

11 Each principal and administrator shall be required to fulfill all state mandated training.²

12 *Professional Employees*

13 The Superintendent **of Schools** and their staff shall assess system-wide needs, establish priorities,
14 develop objectives, design activities, and evaluate the in-service program.¹

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

17 *Support Personnel*

18 The immediate supervisors of support personnel shall be responsible for providing in-service trainings.

19 Leaves to attend meetings relating to the employee's job description may be granted by the
20 Superintendent of Schools without loss of pay to the employee.

21 PROFESSIONAL LEARNING PROGRAM

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

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

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

Legal References

1. State Board of Education Policy 5.200; TCA 49-1-214(b); TCA 49-6-3004(c)(1); TCA 49-5-1007
2. TCA 49-5-5703(a)
3. State Board of Education Policy 5.200

Cross References

- School Calendar 1.800
- Curriculum Development 4.200
- Reporting Student Progress 4.601

Johnson City Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Personnel Records	Descriptor Code: 5.114	Issued Date: 06/04/24
		Rescinds: 5.114	Issued: 04/03/23

1 The Superintendent of Schools or /designee(s) shall be authorized to maintain personnel records and to
2 permit inspection of the same. The following personnel records shall be maintained for all employees
3 as appropriate:

- 4 1. Employee contracts;
- 5 2. Professional certificates and other documents required by state and federal laws and
6 regulations;¹
- 7 3. Evaluations **for classified personnel (evaluations for certified personnel shall be maintained**
8 **on the state approved website);**
- 9 4. Cumulative information files;³
- 10 5. INS Form I-9;² and
- 11 6. **Disciplinary records; and**
- 12 7. Description of the position held (~~to be written by supervisor~~).

13 The following guidelines shall be followed:

- 14 1. Information contained in personnel records shall be limited to job-related matters;
- 15 2. The Superintendent of Schools shall be responsible for notifying all employees of the types of
16 records kept and uses made of such records;
- 17 3. Employees shall be granted an opportunity to respond in writing to material placed in records;
- 18 4. Employee records, except medical records and other protected information⁵, are public records,
19 and shall be open for inspection during regular business by any citizen of the State of
20 Tennessee.³ Any person making an inspection of such records shall provide such person's
21 name, address, business telephone number, home telephone number, driver's license number or
22 other appropriate identification prior to inspecting such records. All persons wishing to inspect
23 personnel records must make an appointment with the Human Resources Department at least
24 twenty-four (24) hours in advance of inspection.
- 25 5. In accordance with federal law, the district shall release information regarding the professional
26 qualifications and degrees of teachers and the qualifications of paraprofessionals to parents
27 upon request for any teacher or paraprofessional who is employed by a school receiving Title I
28 funds and who provides instruction to their child at that school.⁴
- 29 6. A record of the person inspecting and the date of inspection shall be recorded;
- 30 7. Copies of records may be made under rules determined by the Superintendent of Schools;⁶
- 31 8. Should the employee be transferred, all the above information on the new position shall be
32 retained in the file;
- 33 9. Reasonable fees may be charged for document preparation which shall include, but is not
34 limited to, personnel time, copying and supervision of inspection; and
- 35 10. Pre-employment information such as applications and related documentation will be kept in a
36 separate pre-employment file.

- 37 11. Any employee may have access at any reasonable time to their personnel file.
38 12. Employee records shall be maintained in accordance with applicable state and federal laws.

Legal References

1. [TCA 49-2-301\(b\)\(1\)\(M\)](#)
2. [Immigration Reform and Control Act of 1986, Pub. L. No. 99-603, 100 Stat. 3359](#)
3. [TCA 10-7-503, 504](#)
4. [20 USCA § 6312\(e\)\(1\)](#)
5. [TCA 10-7-504\(f\)\(1\); TCA 10-7-504\(a\)\(23\)](#)
6. [TCA 10-7-506; TCA 49-2-301\(b\)\(1\)\(AA\)](#)

Cross References

Teacher Effect Data 5.1141

Johnson City Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Assignment / Transfer	Descriptor Code: 5.115	Issued Date: 04/04/22
		Rescinds: 5.115	Issued: 04/04/19

1 **ASSIGNMENT**

2 The Superintendent of Schools shall assign personnel to the appropriate school or department, while
3 allowing each principal or immediate supervisor to assign specific responsibilities within each school
4 or department.¹

5 Assignment of employees will be made by the Superintendent of Schools based on the
6 recommendation of the appropriate department supervisor and/or principal. The assignment will be
7 determined by the applicant's training, experience and ability to perform the duties of the position and
8 in the best interest of the students.

9 Extra assignments for which supplements are provided and upon which initial employment was based
10 may not be relinquished by the employee without the approval of the person making the assignment.
11 Other assignments for which supplemental salary is provided shall be made on an annual ~~contract~~
12 basis.

13 **TRANSFER (to move from one school or administrative unit to another)**

14 The Superintendent of Schools shall transfer employees as necessary for efficient operation of the
15 schools.²

16 Transfers shall be non-discriminatory and shall not be arbitrary or capricious. The Superintendent of
17 Schools is responsible for developing and disseminating procedures for transfer.

18
19 All employees transferred shall receive notification of the transfer with reason(s) prior to the transfer.

20 If a transfer is performance-based, the transfer shall be preceded by a written statement of deficiencies
21 and when feasible, a reasonable opportunity to improve.

22 Transfers made in accordance with board policy and state law are final.

23 **REASSIGNMENT (to move to another assignment within the same school or administrative 24 unit)**

25 Reassignments shall be non-discriminatory and shall not be arbitrary or capricious. Employees shall be
26 reassigned as necessary for efficient operation of the schools. The Superintendent of Schools is
27 responsible for developing and disseminating procedures for reassignments.

- 1 Reassignments shall be made by the employee's immediate supervisor with approval by the
- 2 Superintendent of Schools.

Legal References

1. TCA 49-2-301(b)(1)(L); TCA 49-5-401; TCA 49-2-303(b)(3)
2. TCA 49-2-301(b)(1)(CC); TCA 49-5-510

Cross References

Nepotism 1.108
Job Descriptions 5.103
Recruitment of Employees 5.105

Johnson City Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Staff Positions	Descriptor Code: 5.116	Issued Date: 04/03/23
		Rescinds: 5.116	Issued: 04/04/19

1 CREATION OF POSITION

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

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

13 REDUCTION IN FORCE

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

17 Certified Personnel

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

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

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

- 29 1. Effectiveness in teaching and in related professional responsibilities evidenced by teacher
30 evaluation;

31

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

7 When a teacher is released because of reduction in staff, the teacher shall be given written notice of
8 release explaining the circumstances or conditions making dismissal necessary.³ A teacher who rated
9 in the three (3) highest categories based on evaluations and is dismissed because of abolition of
10 position shall be placed on a list for reemployment.

11 The fitness of any teacher for re-employment shall be determined on the basis of the teacher's
12 competence, compatibility and suitability to properly discharge the duties required by the position with
13 consideration for the best interests of the students in the school where the vacancy exists. The
14 teacher's most recent evaluations shall be a factor in such determination.³

15 It shall be the responsibility of the separated teacher to notify the Superintendent of Schools in writing
16 of his availability and current address.

17 **Classified Personnel**

18 When a non-licensed employee is released because of a reduction in the number of support positions,
19 the Superintendent of Schools shall give the employee written notice of dismissal explaining the
20 circumstances or conditions making termination of employment necessary.³

21 ~~The contract of each classified employee shall contain a statement regarding the reduction in force~~
22 ~~policy.~~

Legal References

1. OP Tenn. Atty. Gen. 93-66 (November 29, 1993)
2. TCA 49-5-409(c); TCA 49-2-301(b)(1)(EE); TCA 49-5-511(b)(1).
3. TCA 49-5-511(b)(1)—(4)

Click here to choose a school board.

Monitoring: Review: Annually, in January	Descriptor Term: Background Investigations	Descriptor Code: 5.118	Issued Date:
		Rescinds:	Issued:

1 **Background checks shall be required for applicants, employees, contract workers, and**
2 **volunteers.¹ Individuals who (1) have been identified by the Department of Children’s Services**
3 **as perpetrators of child abuse, severe child abuse, child sexual abuse, or child neglect or who**
4 **pose an immediate threat to the health, safety, or welfare of children; or (2) are listed on the**
5 **state’s abuse of vulnerable persons registry maintained by the Department of Health shall not be**
6 **employed.²**

7 **The Superintendent of Schools/designee shall develop any necessary corresponding procedures.**

8 **Applicants and current employees shall be entered into the federal RAP back program.³ Notice**
9 **of the following shall be provided:**

- 10 1. **Possible fees charged by the Tennessee Bureau of Investigation; and**
11
12 2. **Fingerprints will be retained by the Tennessee Bureau of Investigation and the Federal**
13 **Bureau of Investigation for all purposes and uses authorized for fingerprint submission.**

14 **Any costs incurred to perform these background checks and fingerprinting shall be paid by**
15 **applicants. The Board shall not reimburse applicants if the position is offered and accepted.**

16 **The Superintendent of Schools/designee may exclude certain positions from being entered into**
17 **the federal RAP back program, including, but not limited to, contractors and volunteers.**
18 **Background checks shall be required of these individuals at least once every five (5) years after**
19 **the initial background check.¹**

20 **USE AND DISSEMINATION**

21 **Fingerprints or other approved forms of positive identification shall be submitted with all**
22 **requests for criminal history record checks for non-criminal justice purposes.⁵ The**
23 **Superintendent of Schools shall ensure the Originating Agency Identifier number is on file at all**
24 **times.**

25 **Tennessee and FBI Criminal History Record Information (CHRI) obtained by the district shall**
26 **be solely used to verify criminal violations and shall not be disseminated. Results shall be**
27 **considered confidential and only accessible to district personnel identified by the Superintendent**
28 **of Schools. CHRI shall only be accessed by authorized personnel in the performance of their**
29 **duties and shall never be released to the public.**

30 **All persons directly associated with the accessing, maintaining, processing, dissemination, or**
31 **destruction of CHRI shall sign an awareness statement and shall indicate that they have been**

1 pecially trained on the subject. The training shall provide those with access to CHRI with a
2 working knowledge of federal and state regulations and laws governing the security and
3 processing of criminal history information. The Superintendent of Schools is responsible for
4 ensuring that authorized personnel receive such training within sixty (60) days of employment or
5 job assignment and every three (3) years.

6 RETENTION AND SECURITY

7 The Superintendent of Schools shall develop procedures to ensure CHRI is stored in a secure
8 location. Areas in which CHRI is processed and handled shall be restricted to authorized
9 personnel identified by the Superintendent of Schools. The area shall be out of the view of the
10 public and unauthorized personnel. The Superintendent of Schools shall maintain a list of all
11 employees who have access to, can process, disseminate, and/or destroy CHRI.

12 DISPOSAL OF CHRI

13 When CHRI is no longer needed, it shall be destroyed by burning, shredding, or other methods
14 rendering the information unreadable. Record destruction shall be conducted under the
15 supervision of the Superintendent of Schools.

16 MISUSE

17 Employees who misuse CHRI or violate this policy shall be subject to disciplinary action up to
18 and including termination. Any employee with knowledge of misuse shall immediately report a
19 violation to the Superintendent of Schools.

Legal References

1. [TCA 49-5-413](#)
2. [TCA 49-5-406\(a\)\(1\)](#); [TCA 49-5-403](#);
[TCA 49-5-413\(a\)\(2\), \(e\)](#)
3. [TCA 49-5-413\(f\)](#)
4. [TCA 49-5-413\(c\)](#)
5. [34 USCA § 40316](#)

Cross References

School Volunteers 4.501
Application and Employment 5.106
Substitute Teachers 5.701

Johnson City Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Employment of Retirees	Descriptor Code: 5.119	Issued Date: 01/09/23
		Rescinds:	Issued:

1 *General*

2 The Superintendent of Schools may hire a retired individual if certain conditions are met as provided
3 for in state law.

4 **EMPLOYMENT CONTRACTS FOR UP TO 120 DAYS**

5 Teachers who retire under the Tennessee Consolidated Retirement System (TCRS) may be employed
6 for up to one hundred twenty (120) days per year without loss of retirement benefits. Retired teachers
7 may substitute teach for additional days if the Superintendent of Schools certifies in writing to the
8 Division of Retirement that no other qualified personnel are available to substitute teach.¹

9 **EMPLOYMENT CONTRACTS FOR ONE YEAR**

10 The Superintendent of Schools may employ teachers retired for at least one (1) year for full-time
11 employment as a kindergarten through twelfth (K-12) grade teacher on a year-to-year basis **in an area**
12 **that lacks qualified candidates to serve in this position.** Retirement benefits will not be lost or
13 suspended under certain conditions which include, but are not limited to, the following:²

- 14 1. The Superintendent of Schools of the employing district shall certify in writing that no other
15 qualified individuals are available to fill the position;
16
17 2. The Commissioner of Education shall certify that the employing school district serves an area
18 that lacks qualified teachers to serve in the position to be filled;
19
20 3. The retired teacher shall hold a valid license and shall not be entitled to tenure status;
21
22 4. The retired teacher shall not be eligible to accrue additional retirement benefits, accrue leave, or
23 receive medical insurance coverage; and
24
25 5. The salary paid to the retired teacher shall not be less than the rate of compensation set by the
26 Board for teachers with no experience filling similar positions or more than eighty-five percent
27 (85%) of the rate of compensation set by the Board for teachers with comparable training and
28 years of experience filling similar positions.

1 **ADDITIONAL EMPLOYMENT OPTION FOR RETIREES³**

2 Retired members of TCRS or a similar system may be offered reemployment for up to one (1) year as
3 a kindergarten through twelfth (K-12) grade teacher, substitute teacher, or bus driver under the
4 following conditions:

- 5 1. The retired member has been retired for at least sixty (60) calendar days;
6
- 7 2. The retirement benefit payable to the retired member is reduced to seventy percent (70%) of the
8 retirement allowance;
9
- 10 3. The retired member's employment ~~can't~~ **cannot** be longer than a one (1) year period; however,
11 the retired member can be reemployed for additional one (1) year periods;
12
- 13 4. The retired member is not drawing disability retirement benefits; and
14
- 15 5. The retired member ~~can't~~ **cannot** accrue additional retirement benefits.

16 The Superintendent of Schools shall notify TCRS of the member's reemployment and certify in
17 writing that the retired member has the required experience and training for the position and that no
18 other qualified persons are available to fill the position.

19 Once the retired member is hired by the district, the district shall pay TCRS as prescribed by state law.
20 The school district shall pay to TCRS during the period of reemployment the greater of (1) a payment
21 equal to the amount the school district would have contributed to TCRS; or (2) an amount equal to five
22 percent (5%) of the retired member's pay rate.
23

Legal References

1. TCA 8-36-805
2. TCA 8-36-821
3. Public Acts of 2022, Chapter No. 821

Cross References

Application and Employment 5.106
Substitute Teachers 5.701

Johnson City Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Separation Practices for Non- Certified Employees	Descriptor Code: 5.202	Issued Date: 04/03/23
		Rescinds: 5.202	Issued: 04/05/21

1 **SUSPENSION**

2 The Superintendent of Schools/designee is authorized to suspend an employee at any time when deemed
3 necessary.¹ Before an employee is suspended/dismissed, they shall be: (1) provided with reasons for the
4 suspension; (2) given an opportunity to respond; and (3) given a written decision.

5 Under no circumstances shall a Superintendent of Schools suspend an employee with pay. If reinstated,
6 the employee shall be paid full salary for the period of suspension, unless suspension without pay is
7 deemed to be an appropriate penalty.

8 **DISMISSAL**

9 All classified employees are employed at the will of the Superintendent. The Superintendent of Schools
10 may dismiss any classified employee during the ~~contract~~ **school** year for any reason.

11 **RESIGNATION**

12 Classified personnel shall give the immediate supervisor written notice of resignation at least two (2)
13 weeks (ten (10) working days) in advance of the effective date of voluntary termination. The ten (10)
14 working days may be waived by the Superintendent of Schools for justifiable reason.

15 The immediate supervisor shall forward copies of the written notice of resignation the day received to
16 the Superintendent of Schools' office. The payroll office will prepare final payment for the next
17 appropriate scheduled pay day.

18 **RETIREMENT**

19 Retirement shall mean a termination of services under conditions which will allow the employee to
20 draw benefits from retirement plans and/or social security benefits. Employees eligible for retirement
21 benefits may elect to retire at any age according to the provisions of the retirement system.

22 Central office personnel shall assist employees in securing retirement benefits; however, it shall be the
23 responsibility of the retiring employee to provide verification of eligibility in writing from the
24 Tennessee Consolidated Retirement System ("TCRS") to the central office. It shall be the
25 responsibility of the retiring employee to file for benefits.

26 Employees who retire under TCRS may be employed up to one-hundred twenty (120) days per year
27 without loss of retirement benefits.

Legal References

1. TCA 49-2-301(b)(1)(EE)—(FF)

Johnson City Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Physical Assault Leave	Descriptor Code: 5.307	Issued Date: 07/29/24
		Rescinds: 5.307	Issued: 04/04/22

1 Employees shall be notified of their right to report a physical assault to the appropriate law
2 enforcement agency.¹

3 An employee who is absent from assigned duties as a result of personal injury caused by physical assault
4 or other violent criminal acts committed in the course of the employee's duties shall receive their full
5 salary and full benefits until the employee is released by ~~his/her~~ **their** physician to return to work or
6 his/her physician determines the employee is permanently unable to return to work. Hourly employees
7 shall receive an amount representing the average number of hours the employee works for the district
8 per pay period along with their full benefits, if available, until the employee is released by ~~his/her~~ **their**
9 physician to return to work, or their physician determines the employee is permanently unable to return
10 to work. An hourly employee is not eligible to receive the continued pay and benefits if they have been
11 employed by the district for less than one (1) full pay period.²

12 If the employee receives workers' compensation or other similar benefits, the district shall pay the
13 difference between that amount and the employee's full salary or average pay, as applicable.² The
14 district shall pay the full salary or average salary, or the difference between the employee's full salary
15 or average pay, as applicable, and the workers' compensation or similar benefits, if any, for up to one
16 (1) year.

17 **PHYSICIAN STATEMENT**

18 A signed statement listing the cause of the absence shall be provided by the employee on forms
19 furnished by the Superintendent of Schools and shall promptly be given to the immediate supervisor in
20 support of all claims. A certificate from the physician on forms furnished by the Superintendent of
21 Schools may also be required to verify the extent of the injury.³

Legal References

1. [Public Acts of 2024, Chapter No. 915](#)
2. [TCA 49-5-714\(a\); Public Acts of 2024, Chapter No. 839](#)
3. [TRR/MS 0520-01-02-.04\(4\)\(b\)](#)

Cross References

Worker's Compensation 3.602
Sick Leave 5.302
Long Term Leaves of Absence 5.304

Johnson City Board of Education

Monitoring: Review: Annually, in March	Descriptor Term: <h2 style="text-align: center;">Personnel Health Examinations / Communicable Diseases</h2>	Descriptor Code: <h3 style="text-align: center;">5.400</h3>	Issued Date: <h3 style="text-align: center;">06/04/24</h3>
		Rescinds: <h3 style="text-align: center;">5.400</h3>	Issued: <h3 style="text-align: center;">04/04/22</h3>

1 All employees, prior to entering service, shall present a physician’s certificate showing a satisfactory
 2 health record.¹ Any employee who contracts a contagious/communicable **disease** that may endanger
 3 the health of a student is required to inform the Superintendent of Schools.

4 No employee who has any communicable disease shall perform their duties in any location where such
 5 might endanger the health of school children. The Board of Education shall require any employee to
 6 submit to a physical examination by a physician whenever there is reason to believe that the employee
 7 has any communicable disease.² The Board shall use the physician’s report to determine any
 8 employment limitations, the degree of communicability of the disease and the employment status of
 9 the employee.

10 The Superintendent of Schools shall reassign or suspend any employee who is suspected of having a
 11 communicable disease which might endanger the health of students, pending investigation and final
 12 disposition of the case before the Board.³

13 To assist the Board in making final disposition of the case, the Superintendent of Schools may refer the
 14 case to the County Health Department or other medical experts.

15 In all instances, district personnel shall respect the individual's right to privacy and treat any medical
 16 diagnosis as confidential information.
 17

Legal References

1. [TCA 49-5-404](#)
2. [TCA 49-2-203\(b\)\(2\)](#); [TCA 49-5-710\(a\)\(7\)](#)

Cross References

Section 504 and ADA Grievance Procedures 1.802

Johnson City Board of Education

Monitoring: Review: Annually, in March	Descriptor Term: Acquired Immune Deficiency Syndrome (AIDS)	Descriptor Code: 5.401	Issued Date: 04/03/23
		Rescinds: 5.401	Issued: 04/03/17

1 The Board **of Education** has the responsibility to ensure that each school system employee is in a state
2 of physical condition which will not endanger his personal health or the health of others. Concerns
3 regarding health matters shall be approached within the boundaries of confidentiality.

4 Information in regard to the personal health of employees shall be considered confidential. The
5 Superintendent of Schools shall be responsible for developing, revising and implementing the
6 administrative guidelines and procedures for this policy. The Superintendent of Schools shall be
7 responsible for enforcing this policy by communicating it to all personnel and by providing necessary
8 instruction to all administrators.

9 **HIV/AIDS TESTING**

10 No school official can require any employee to undergo an HIV antibody test or other HIV-related test.
11 This does not preclude school officials from requiring an employee to undergo an examination when
12 another communicable illness is suspected.¹

13 **LIABILITY AND NON-DISCRIMINATION**

14 No employee who is diagnosed with HIV infection or AIDS shall be prevented from continuing their
15 employment. No disciplinary action may be taken against an employee solely on the basis of HIV
16 infection or AIDS. Action may be taken against an employee only if they are disabled and the
17 disability interferes with his ability to perform the activities involved in employment duties. The Board
18 shall make reasonable accommodation to enable the employee to perform employment duties as may
19 be required by state or federal law.²

20 **CONFIDENTIALITY**

21 If information is received regarding an employee's HIV status, the Superintendent of Schools may
22 consult with the school board attorney on the appropriate course of action to pursue, bearing in mind
23 the school system's potential liability for defamation, employment discrimination, and breach of
24 confidentiality requirements.³

25 Information about an employee's HIV status is not to be documented in the employee's personnel file
26 and shall not be faxed.^{1,3}

27 Information regarding an employee's HIV status is confidential and may not be released to anyone
28 except.³

29 1. Persons named on an Authorization for Release of Confidential HIV-Related Information Form
30

- 1 2. Persons listed on a court order, and
2
3 3. Persons authorized to receive such information without a release or court order according to
4 TCA 68-10-113.

5 Under no circumstances shall information identifying an employee with AIDS be released to the
6 public.

7 **INFECTION CONTROL**

8 To prevent and manage exposure in the workplace, all school system employees will receive in-service
9 training and education annually regarding HIV/AIDS and OSHA's Blood-borne Pathogens Standard.
10 The board shall follow the most current Centers for Disease Control and Prevention (CDC) Universal
11 Precautions for Prevention of Transmission of Human Immunodeficiency Virus, Hepatitis B Virus, and
12 Other Blood-borne Pathogens in Health Care Settings.¹

13 **EDUCATION AND TRAINING**

14 Annually, the Superintendent of Schools shall ensure that all employees, including newly hired staff,
15 receive current HIV training. These programs can utilize the educational/training resources of agencies
16 or private institutions with personnel trained in the areas of HIV/AIDS prevention education.¹ The
17 Superintendent shall be responsible for developing, revising and implementing the administrative
18 guidelines and procedures for this policy.

19 **COMMUNICATIONS AND PUBLIC RELATIONS**

20 The Superintendent shall designate an individual who will be responsible for coordinating
21 educational/training programs for all personnel, parents and board members. These programs can
22 utilize the educational/training resources of agencies or private institutions with personnel trained in
23 the areas of HIV/AIDS prevention education.

Legal References

1. 29 CFR § 1630.13(b)
2. State Board of Education Policy 5.300
3. TCA 68-10-113

Cross References

- Grievance Procedures for Qualified Individuals with
Disabilities 1.802
Promoting Student Welfare 6.400

Johnson City Board of Education

Monitoring: Review: Annually, in March	Descriptor Term: Drug & Alcohol Testing of Employees	Descriptor Code: 5.403	Issued Date: 06/04/24
		Rescinds: 5.403	Issued: 04/04/22

1 REASONABLE SUSPICION DRUG TESTING FOR ALL EMPLOYEES

2 Trained supervisors have the responsibility to observe and document the cause for reasonable
3 suspicion of drug or alcohol use and refer the matter to the Superintendent of Schools/designee. It is
4 not the supervisor's responsibility to attempt diagnosis. All information, facts and circumstances
5 leading to and supporting this suspicion should be included in a written report detailing the basis for
6 the suspicion. After the report is filed, the employee should be notified.

7 Any employee may be required to submit to substance screening if the following conditions exist: (list
8 is not inclusive)

- 9 1. Observed use, possession or sale of illegal drugs and/or use, possession, sale, or abuse of
10 alcohol and/or prescription drugs.
- 11
- 12 2. Apparent physical state of impairment of motor functions.
- 13
- 14 3. Marked changes in personal behavior not attributed to other factors.
- 15
- 16 4. Employee involvement in or contribution to an accident where the use of alcohol or drugs is
17 reasonably suspected or employee involvement in a pattern of repetitive accidents whether or
18 not they involve actual or potential injury.
- 19
- 20 5. Violation of criminal statutes involving the use of illegal drugs, alcohol or prescription drugs
21 and/or violations of drug statutes.

22 An employee's failure to submit to immediately to reasonable suspicion drug testing may result in
23 discipline, up to and including suspension or dismissal.

24 PRE-EMPLOYMENT DRUG SCREENING

25 Prior to employment, as a condition of any job offer, substance screens will be required for individuals
26 applying for positions which require a Commercial Drivers License ("CDL"): transportation
27 employees, school mini-bus drivers, mechanics, driver assistants, maintenance employees who drive
28 vehicles during the performance of their duties, food service employees who drive vehicles during
29 performance of their duties,¹ and any other employees who drive vehicles during the performance of
30 their duties, collectively "CDL Employees".

31 Applicants will sign an acknowledgment prior to substance screening, permitting the summary result to
32 be sent to the Superintendent of Schools/designee.

1 Refusal to sign the acknowledgment or to submit to substance screening will be considered as
2 withdrawal
3 of the individual's application for employment. The applicant will not be considered for employment
4 for at least twelve (12) months.

5 If substance screening shows a confirmed positive result for which there is no current physician's
6 prescription, any job offer will be revoked. The applicant will not be considered for employment for at
7 least twelve (12) months.

8 **DRUG DISCLOSURE**

9 All CDL Employees shall report to the Superintendent of Schools or designee the use of any
10 prescription drug that could affect the central nervous system or one that would impair reaction time.
11 Further, all CDL Employees shall give notice of nonprescription (over-the-counter) drugs being taken
12 on a regular basis. The notice shall include the duration of ingestion and the possible side effects.

13 All CDL Employees and applicants for positions who are required to hold a CDL to perform their job
14 function must adhere to the requirements of this policy and all procedures relating to this policy.¹

15 **TESTING FOR CDL EMPLOYEES**

16 The use, possession, sale, purchase or transfer of any controlled substances except the lawful use of
17 medically prescribed drugs on school property, while on school business or while operating school
18 vehicles and equipment is prohibited. Drinking alcoholic beverages during working hours, four (4)
19 hours before reporting to work or having any measurable amount of alcohol in their system during
20 working hours is prohibited, whether on or off school property. Working hours include all breaks.
21 Off-duty use of drugs and alcohol is prohibited to the extent that it affects driver's attendance or
22 performance and their ability to pass required DOT alcohol and controlled substance tests. Any
23 violation of this policy is grounds for termination as employee of the Board and possible legal
24 prosecution.

25 The use of any prescription drug that could affect the central nervous system or one that would impair
26 reaction time shall be reported to the Superintendent of Schools. Notice shall be given of non-
27 prescription (over-the-counter) drugs being taken on a regular basis. The notice shall include the
28 duration of ingestion and the possible side effects.

29 **Procedures**

30 The execution and enforcement of this policy will follow set procedures to screen bodily fluids,
31 conduct breath testing, and/or search of employee/applicants for alcohol and drug use, and those
32 employees suspected of violating this policy who are involved in a reportable accident or who are
33 periodically or randomly selected. The procedures are designed not only to detect violations of this
34 policy, but also to ensure fairness to each employee. Disciplinary action will be taken as necessary as
35 outlined below.

36

37

1 **Implementation**

2 The Superintendent of Schools is authorized to implement this policy and procedures for the drug
3 testing program, including a periodic review of the program to address any problems, changes and/or
4 revisions of it, maintenance of all records required by the federal regulations, and determination upon
5 Board approval of how the program will be accomplished, whether in-house, contracted or by
6 consortium.

7 **Dissemination**

8 The Superintendent of Schools shall be responsible for communicating this policy and the procedures
9 to all employees affected by this policy and shall be accountable for its consistent enforcement.² The
10 Superintendent of Schools or designee is designated to answer questions about this policy, procedures
11 and all other matters involved in alcohol and controlled substance testing of CDL drivers and the
12 reasonable suspicion testing of all other employees.

Legal References

1. Omnibus Transportation Employee Testing Act of 1991, 49 USCA § 5331
2. 49 CFR § 382.601

Cross References

Alcohol & Drugs in the Workplace 1.804

Johnson City Board of Education

Monitoring: Review: Annually, in March	Descriptor Term: Complaints About School Personnel	Descriptor Code: 5.502	Issued Date: 04/03/23
		Rescinds: 5.502	Issued: 04/04/22

- 1 Whenever a complaint about an employee is made to the Superintendent of Schools, it will be referred
- 2 to the school administrator or principal for resolution unless Board policy requires other action. The
- 3 employee involved will be advised if the complaint is deemed valid. The employee will be given
- 4 opportunity for explanation, comment, and presentation of the facts as they see them.

- 5 If, after such procedure is followed there is still a question or complaint, the matter shall then be
- 6 referred to the Superintendent of Schools.

- 7 Individuals or groups desiring to speak to the Board about school personnel ~~shall follow the same~~
- 8 ~~procedures as outlined in board policy dealing with public participation at board meetings~~ **may contact**
- 9 **Board members directly through contact information provided on the School System website.**

Cross References

Appeals To & Appearances Before the Board 1.404

Johnson City Board of Education

Monitoring: Review: Annually, in March	Descriptor Term: Non-System Employment	Descriptor Code: 5.607	Issued Date: 04/03/23
		Rescinds: 5.607	Issued: 04/05/21

1 PROFESSIONAL PERSONNEL

2 An employee will not perform any duties related to any non-system position during their regular
3 working hours or during the additional time that the responsibilities of the position require, nor will an
4 employee use any ~~Board of Education~~ **school system** facilities, equipment or materials, including the
5 ~~Board's~~ technology/computer system and networks and any configuration of hardware and/or software,
6 in performing outside work without the permission of the Superintendent of Schools ~~or~~ /designee. The
7 Board's technology resources will be used only for learning, teaching and administrative purposes
8 consistent with the Board's mission and its goals. Commercial use of the ~~Board~~ **school system**'s
9 resources is strictly prohibited.

10 A professional position may require additional hours during evenings or other times when schools and
11 offices may be closed. Non-system employment is regarded as employment for compensation which is
12 not within the duties and responsibilities of the employee's regular position with the school system.

13 When the periods of work are such that certain evenings, days or vacation periods are duty-free, the
14 employee may use such off-duty time for the purposes of employment outside of Johnson City
15 Schools, provided all the following conditions are met:

- 16 1. The work in no way interferes with their work in the school system;
- 17 2. The work in no way reflects detrimentally upon the school system or its image;
- 18 3. If the work is for ~~another~~ **another** educational institution, the work may not exceed fifteen (15)
19 clock hours beyond their regular employment per week and may not exceed four hundred (400)
20 clock hours out of any nine (9) month period.
- 21 4. If the additional part-time work is or includes teaching in an institution of higher education,
22 such teacher shall be limited to teaching no more than two (2) courses per quarter or semester.
- 23 5. Such outside obligations do not prevent the individual from assuming duties required by the
24 regular position; and
- 25 6. The individual does not receive remuneration for work which is customarily within their
26 regular position.¹

27 CLASSIFIED PERSONNEL

28 Classified personnel shall not be prohibited from holding employment outside the school system so
29 long as such employment does not interfere with regular and overtime scheduled duties for the school
30 system.

31 Employees who are on leave (paid or unpaid, other than military service) from the system continue to
32 be employed by the system and are subject to the above conditions.

Legal References

1. TCA 49-5-410

Cross Reference

Staff Conflicts of Interest 5.601

Johnson City Board of Education

Monitoring: Review: Annually, in March	Descriptor Term: Use of School System Technology	Descriptor Code: 5.609	Issued Date: 04/03/23
		Rescinds: 5.609	Issued: 04/05/21

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

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

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

- 8 1. Sending or displaying offensive messages or pictures;
- 9
- 10 2. Using obscene language;
- 11
- 12 3. Harassing, insulting, defaming, bullying or attacking others;
- 13
- 14 4. Hacking or attempting unauthorized access to any computer or server;
- 15
- 16 5. Violation of copyright laws;
- 17
- 18 6. Trespassing in another's folders, work, or files;
- 19
- 20 7. Using another's password or other identification (impersonation) or creating a false persona;
- 21
- 22 8. Excessive or inappropriate use of the network for commercial purposes;
- 23
- 24 9. Excessive or inappropriate buying or selling on the Internet for personal use; and
- 25
- 26 10. Excessive or inappropriate ~~using~~ **use of** school or system computers for personal business.

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

30 E-Mail

31 **All school system employees shall use the email address assigned by the School System for all**
32 **communication related to school system business and students.** Users with network access shall not

1 utilize School System resources to establish electronic mail accounts through third-party providers or
2 any other nonstandard electronic mail system. All data, including e-mail communications stored or
3 transmitted on school system equipment, shall be monitored. Employees have no expectation of
4 privacy with regard to such data. E-mail correspondence may be a public record under the public
5 record's law and may be subject to public inspection.² E-mail and attachments transmitted via the
6 school system's network will be archived for a minimum period of one (1) year.

Legal References

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

Cross References

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

Johnson City Board of Education			
Monitoring: Review: Annually, in February	Descriptor Term: Substitute Teachers	Descriptor Code: 5.701	Issued Date: Click here to enter a date.
		Rescinds:	Issued:

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

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

7 **APPLICATION/QUALIFICATIONS**

8 **Criminal history record checks and fingerprinting of applicants for substitute teaching are**
9 **required.³**

10 **Applicants with revoked or suspended licenses or certificates according to the State Board of**
11 **Education shall not be hired.⁴**

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

14 **A list of substitute teacher(s) will be prepared by the Human Resources Department who will**
15 **maintain file(s) which may include transcripts, credentials, recommendations, and other pertinent**
16 **information.**

17 **COMPENSATION**

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

20 **Retired teachers serving as substitutes who do not have an active teaching license shall be paid the**
21 **same as a retired substitute teacher with an active teaching license. This only applies to teachers**
22 **who retired after July 1, 2011 through July 1, 2016.⁵**

23 **CERTIFICATION**

When substituting for a regular teacher who has been absent for twenty (20) consecutive days, a
substitute teacher shall possess a teaching certificate with endorsement in the discipline(s) to be
taught or shall be a retired teacher that held the appropriate endorsement.⁶ When substituting for

a teacher without sick leave, the substitute shall be certified and paid according to the state salary schedule.¹

1 **EMERGENCY NEEDS**

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

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

8 **TRAINING AND ORIENTATION**

9 **The Superintendent of Schools shall be responsible for ensuring that there are appropriate**
 10 **training and development programs for substitute teachers that includes the annual school safety**
 11 **training required by state law.⁷**

12 **RESPONSIBILITIES**

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

15 **RE-EMPLOYMENT/TERMINATION**

16 **On an annual basis, the Superintendent of Schools, with input from the Human Resources**
 17 **Department and principals, shall determine which substitute teachers performed at an acceptable**
 18 **level. Substitute teachers who performed below an acceptable level shall not be re-employed.**

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

19

Legal References

1. [TRR/MS 0520-01-02-.04\(5\)](#)
2. [TCA 49-5-709](#)
3. [TCA 49-5-413\(a\)\(2\)](#)
4. [TCA 49-2-203\(a\)\(14\)\(C\)](#)
5. [TCA 49-3-312\(b\)](#)
6. [TCA 49-3-312\(a\); TRR/MS 0520-01-02-.04\(5\)\(b\)](#)
7. [Public Acts of 2024, Chapter No. 735; TCA 49-6-805\(7\)](#)

Cross References

Background Investigations 5.118
 Employment of Retirees 5.119

Johnson City Board of Education

Monitoring: Review: Annually, in March	Descriptor Term: Superintendent of Schools Recruitment and Selection	Descriptor Code: 5.801	Issued Date: 04/04/19
		Rescinds: 5.801	Issued: 06/01/09

1 When a vacancy occurs, the appointment of a Superintendent of Schools is a function of the Board of
2 Education.¹ The Board is responsible for hiring the person it believes can most effectively translate
3 into action the policies of the Board and the goals of the community and the professional staff.
4

5 **The Superintendent of Schools shall be employed by the Board under written contract for a**
6 **maximum of four (4) years, which may be renewed. No school board, however, may either**
7 **terminate, without cause, or enter into a contract with any Superintendent of Schools during a**
8 **period extending from forty-five (45) days prior to the general school board election until thirty**
9 **(30) days following such election. Any vacancy in the office of the Superintendent of Schools which**
10 **occurs within this period shall be filled on temporary basis, not extending beyond sixty (60) days**
11 **following the general school board election.**² **No school board shall extend the contract of a**
12 **Superintendent of Schools without giving notice of the intent to do so at least fifteen (15) calendar**
13 **days prior to the scheduled meeting at which action shall be taken.**³

14 The Board may employ a consultant to advise and assist the Board in the search and selection process.
15 However, final selection shall rest with the Board after a thorough consideration of qualified
16 applicants. An interim Superintendent of Schools appointed during the time of a search shall not
17 become a candidate unless the Board expressly permits such inclusion in the selection procedures. A
18 board member may not apply for or in any other way be considered for the position of Superintendent
19 of Schools.²

20 Prior to conducting a search to fill the position, the Board shall approve:

- 21 * a job description
- 22 * a timeline
- 23 * a process for accepting and reviewing applications
- 24 * selection procedures which may include, but not be limited to, the following:³⁴

- 25 1. The Board may invite the community, including Board employees, to participate in the process
26 of selecting a Superintendent of Schools. Resumes of persons interviewed by the Board shall
27 be available in the central office for public inspection.
- 28 2. The interview process for each finalist may include meetings with various staff and community
29 groups and an interview with the entire board.
- 30 3. Candidates may be interviewed by the Board in an open session. Only Board Members will be
31 allowed to ask questions during the interview.
- 32 4. The Board will attempt to select a Superintendent by unanimous vote, but a majority vote of the
33 membership of the Board shall be required for the appointment of a Superintendent of Schools.
34

Legal References

1. TCA 49-2-203(a)(14)
2. TCA 49-2-203(a)(1)(D)
3. ~~TCA 49-2-203(a)(14)(B)~~ **TCA 49-2-203(a)(13)(C)**
4. **TCA 49-2-203(a)(14)(B)**

Johnson City Board of Education

Monitoring: Review: Annually, in March	Descriptor Term: Evaluation of the Superintendent of Schools	Descriptor Code: 5.803	Issued Date: 06/04/24
		Rescinds: 5.803	Issued: 04/03/23

1 Through an annual evaluation of the Superintendent of Schools,¹ the Board of Education will strive to
2 accomplish the following:

- 3 1. Clarify the role of the Superintendent of Schools according to a job description as agreed upon
4 by the Board and the Superintendent;
5
- 6 2. Develop harmonious working relationships between the Board and the Superintendent of
7 Schools; and
8
- 9 3. Develop improvements in the administrative leadership of the school system.

10 The Board will develop, with the Superintendent of Schools, a set of performance objectives based on
11 the needs of the system. The performance of the Superintendent of Schools will be reviewed in
12 accordance with these specified goals.

13 The Board **shall** evaluate the performance of the Superintendent of Schools annually.

14 The following guidelines will be used in the evaluation process:

- 15 1. The Superintendent of Schools will know the standards upon which they will be evaluated and
16 will be involved in the development of those standards.
17
- 18 2. A part of the evaluation may be a composite of the evaluation by individual board members, but
19 the Board, as a whole, may meet with the Superintendent of Schools to discuss the composite
20 evaluation.
21
- 22 3. The evaluation shall include a discussion of strengths as well as weaknesses.
23
- 24 4. Both the Board and Superintendent of Schools will prepare for the evaluation; the Superintendent
25 will conduct a self-evaluation and board members will document the evidence used in rating the
26 Superintendent of School's performance.
27
- 28 5. All documentation will be supported by objective evidence.

Legal References

1. [TCA 49-2-203\(a\)\(15\)](#)

Cross References

Board-Superintendent Relations 1.205

Johnson City Board of Education

Monitoring: Review: Annually, in March	Descriptor Term: Board Collaborative Conferencing Agent	Descriptor Code: 5.902	Issued Date: 04/03/23
		Rescinds: 5.902	Issued: 05/07/18

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

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

6 The spokesperson shall have the following responsibilities:

- 7 1. To serve as the Board’s spokesperson during conferencing;
- 8
- 9 2. To report to the Board and work in consultation with the Superintendent of Schools;
- 10
- 11 3. To make progress reports and news releases as approved by the Superintendent of Schools; and
- 12
- 13 4. To make available information regarding negotiations as required by law.¹

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

16 *Superintendent Of Schools’ Role In Collaborations*

17 The Superintendent of Schools is a member of management personnel.²

18 The Superintendent of Schools or designee shall serve as a member of the Board’s conferencing team.

19 The Superintendent of Schools or designee duties shall be:

- 20 1. To consult with the Board on all proposals presented to the Board’s conferencing team; and
- 21
- 22 2. To coordinate the collective efforts of the central office staff and the Board’s conferencing
- 23 team.

Legal References

1. TCA 8-44-101 through 106
2. TCA 49-5-608

Johnson City Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Fundraising Activities	Descriptor Code: 2.6011	Issued Date: 05/07/24
		Rescinds: 2.6011	Issued: 04/03/23

1 *General*

2 The following guidelines shall be followed:¹

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

1 6. Students shall not be excused from a regular class to participate in a fundraising activity. No
2 grade in a subject or course shall be affected by a student's participation in a fundraising activity.

3 7. No quotas shall be imposed on students involved, and their efforts shall be voluntary. Students
4 who do not participate in fundraising activities shall not be punished or discriminated against in
5 any way.

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

8 **LOTTERIES**

9 Any fundraising activity which distributes prizes or makes awards to winners from among purchasers of
10 chances by means of tickets through a random selection process must comply with all relevant laws.³

11 **CROWDFUNDING¹**

12 Crowdfunding is the practice of fundraising via the internet. Individual schools may establish school-
13 wide online fundraising accounts. The number of crowdfunding vendors and the number of authorized
14 users should be limited. The accounts shall meet all fundraising requirements established by the Board
15 and the *Internal School Funds Manual*. The principal/designee of each school shall have access to the
16 established fundraising account to ensure all funds are properly accounted for, and the information is
17 recorded in the school's accounting records by the designated personnel. Donations are property of the
18 school and should be directly deposited into the school's bank account. Online fundraising shall not be
19 used on behalf and for the benefit of an outside party.

20 An employee shall not engage in online fundraising for educational purposes in ~~his/her~~ **their** official
21 capacity as a district employee or make any reference to non-school sponsored fundraisers, online or
22 otherwise, that would lead another to believe such activity is an approved school fundraiser.

Legal References

1. [Internal School Funds Manual, Section 4-28 through 4-31](#)
2. [Internal School Funds Manual, Section 4-29](#)
3. [Tenn. Att'y Gen. Op. No. 03-049 \(Apr. 22, 2003\)](#)

Cross References

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

Johnson City Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Teacher Effect Data	Descriptor Code: 5.1141	Issued Date: 04/04/22
		Rescinds: 5.1141	Issued: 05/07/18

1 The estimates of specific teacher effects on the educational progress of students shall not be a public
 2 record and will be made available only to the specific teacher, the teacher’s appropriate
 3 administrator(s) as designated by the **Board of Education** and to Board members.¹ The Board appoints
 4 the Superintendent **of Schools**/designee as the designated appropriate administrator. A list of
 5 designated administrators will be sent to the Executive Director Office of Accountability, State of
 6 Tennessee, before October 1 of each year.

7 ~~The guidelines for distribution, security and application of the teacher effect data shall be kept on file~~
 8 ~~in the central office and will be given to the teacher, the designated administrator, and all Board~~
 9 ~~members and shall become an administrative procedure to be updated as needed by the Superintendent~~
 10 ~~of Schools.~~

Legal References

1. TCA 49-1-606(b); TCA 10-7-504(a)(23)

Cross References

Personnel Records 5.114

Johnson City Board of Education

Monitoring: Review: Annually, in March	Descriptor Term: Employment of Non-Certified Administrative and Supervisory Personnel	Descriptor Code: 5.8001	Issued Date: 05/01/06
		Rescinds:	Issued:

- 1 Non-certified administrative and supervisory personnel shall possess sufficient training and experience
- 2 to perform the services required and such additional qualifications as the Board **of Education** and/or
- 3 the Superintendent of Schools shall determine.

- 4 Such personnel shall be allowed the same sick leave, personal leave, short term leave, long term leave
- 5 and vacation as certified administrative personnel.

- 6 Years of service awarded will be determined by the Superintendent of Schools after an evaluation of
- 7 the employee's qualifications, experience, degree(s) and skills.

Legal References

1. TCA 49-2-301(a)

EDUCARE FEE LIST
SY 2025-26

1) School Year Educare Tuition-Elementary Schools

a) Application/Registration Fee	\$15.00/child
b) 7:00-7:45 a.m.	\$ 3.00/day
c) 3:15-6:00 p.m.	
• students on fee-waivered list	\$ 6.00/day
• all other students	\$ 9.00/day
d) Late pick-up fee (for all students) (each 15 minutes or portion thereof)	\$10.00/child
e) Weekly Rate for Full Days:	\$100.00/child
f) Half Days (3 days/ 11:30-6:00 p.m.)	\$15.00/half day
g) Part Time (1-3 days)	\$25.00/day

Morning Educare-prek students -Elementary Schools \$ 4.00/day

Afternoon Educare for prek students (CH/FM/MV/NS/SS/WL)

a) Application/Registration Fee	\$15.00/child
b) Dismissal-3:15 p.m.	\$ 5.00/day
c) Dismissal-6:00 p.m.	\$12.00/day

Afternoon Educare for prek students (LR/SS)

a) Application/Registration Fee	\$15.00/child
b) Dismissal (12:30– 3:30 p.m.)	\$ 9.00/day
c) Dismissal (12:30– 6:00 p.m.)	\$13.00/day

2) Summer Rates

a) Summer Application/Registration Fee	\$35.00/child
b) Part Time (1-3 days)	\$25.00/day
c) Summer school attendee for 5/28-6/25 (Summer School hours 8:00am-2:00pm)	\$12.00/day
d) Weekly summer fee:	\$100.00/child
e) Full time preschool week rate (LR/WO/SS)	\$130.00/week
f) Part time preschool rate (LR/WO/SS—1-3 days)	\$40.00/day

3) Lake Ridge ECLC Program (4.5 hrs)

a) Application/Registration Fee	\$30.00/child
b) PreK children	\$130.00/week
c) Late pick-up fee (all income groups) (each 15 minutes or portion thereof)	\$10.00/child

4) Topper Tots (SHHS/WL)

- | | |
|---|----------------|
| a) Application/Registration Fee | \$30.00/child |
| b) Infant to 5 years (7:00-4:30 p.m.) | \$200.00/week |
| c) Children of high school students (7:20 a.m.-2:45 p.m.) | *Sliding Scale |
| d) Late pick-up fee (all income groups)
(each 15 minutes or portion thereof) | \$10.00/child |

5) New Transfer Student Enrollment

Educare directors will coordinate with previous schools for transfers between Johnson City schools to assure there is **NO EDUCARE TUITION DEBT** at the previous school before enrolling a student into the Educare Program. If debt does exist, enrollment will be denied until the debt has been paid to the previous school. If application/registration fees are paid at one Educare site, these fees will not be required to be repaid at the transfer site within the same school year.

*Sliding Scale based on income as determined by DHS

Student Code of Conduct



2025-2026

FERPA Notifications Technology Responsible Use Agreement

This Code of Conduct and the Technology Responsible Use Agreement may be revised at any time by Johnson City Schools, and the revised information may supersede, modify or eliminate the existing documents.

JOHNSON CITY SCHOOLS

P.O. Box 1517, Johnson City, TN 37605 www.jcschools.org (423) 434-5200 Fax: (423) 218-4968
Dr. Steven N. Barnett, Dr. Erin Slater, Superintendent of Schools

Our Student Code of Conduct is designed to aid in the protection of our children and to maintain good order in our schools. We realize the importance of students understanding rules in order to maintain the optimum educational environment. We closely follow the rules and procedures outlined in this document, and we expect all students to do likewise.

The education of your child is a cooperative endeavor. Reviewing this document with your child is one very important way in which you can assist both your child and Johnson City Schools. This document is not meant to replace the interaction and communication between student, parent/guardian, and school. We encourage that any concern be brought to the attention of our staff so that decisions that are in the best interest of our children can be made.

Thank you for your cooperation and support of our schools. We hope you and your child will have a positive and successful year. If you have concerns or questions, please call us and we will be happy to discuss them with you.

BOARD OF EDUCATION

Jonathan Kinnick, Chair • Paula Treece, Vice Chair • Rick Smith, Secretary

Dr. Ginger Carter • Thomas B. Hager, Jr. • Kathy Hall. • Celia Martin

The mission of the Johnson City Schools is to enable all students to achieve excellence in learning, to accept social responsibility, and to develop self-worth.

SCHOOLS AND OFFICES

Columbus Powell Service Center

~~Dr. Steve Barnett~~, **Dr. Erin Slater**, Superintendent
100 E. Maple Street
P.O. Box 1517
Johnson City, TN 37605
(423) 434-5200

Science Hill High School

Dr. Josh Carter, Principal
1509 John Exum Parkway
Johnson City, TN 37604
(423) 232-2190

Liberty Bell Middle School

Dr. Kelsey Walker, Principal
718 Morningside Drive
Johnson City, TN 37604
(423) 232-2192

Indian Trail Middle School

Dr. James Jacobs, Principal
307 Car-Mol Drive
Johnson City, TN 37601
(423) 610-6000

Cherokee Elementary

Mr. Richard Hutson, Principal
2100 Cherokee Road
Johnson City, TN 37604
(423) 434-5281

Fairmont Elementary

Dr. JoDee Dotson, Principal
1405 Lester Harris Road
Johnson City, TN 37601
(423) 434-5267

Lake Ridge Elementary

Dr. Tiffany Hibbitts, Principal
1001 Lake Ridge Square
Johnson City, TN 37601
(423) 610-6030

Mountain View Elementary

Dr. Chelsea Lee, Principal
907 King Springs Road
Johnson City, TN 37601
(423) 434-5260

North Side Elementary

Mr. Chad Moore, Principal
1000 North Roan St.
Johnson City, TN 37601
(423) 434-5259

South Side Elementary

~~Ms.~~ **Mrs.** Kaytee Jones, Principal
1011 Southwest Avenue
Johnson City, TN 37604
(423) 434-5289

Towne Acres Elementary

Dr. Josh Simmons, Principal
2310 Larkspur Drive
Johnson City, TN 37604
(423) 854-4800

Woodland Elementary

Dr. Karen Reach, Principal
1203 Indian Ridge Road
Johnson City, TN 37601
(423) 434-5275

Central Office Staff

Dr. Erin Slater, Superintendent of Schools

**Ms. Mrs. Meranda Burd, Executive Assistant to the Superintendent
& Board of Education Secretary**
(423) 434-5205 FAX (423) 218-4968

Mr. Joe Barnes, Maintenance Supervisor

Ms. Becky Slagle, Administrative Secretary
(423) 434-5254 FAX (423) 434-5256

Ms. Tammy Pearce, Supervisor of Middle School Instruction and Student Services

Danise Slayton, Administrative Secretary
(423) 434-5585 FAX (423) 218-0550

Mr. Collin Brooks, Director of Communications

(423) 434-5233 FAX (423) 218-4965

Ms. Mrs. Sydney DeBusk, Coordinator of Homeless Education Program

(423) 434-5226 FAX (423) 218-0550

**Dr. Julia Decker, Supervisor of Career & Tech Education and
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(423) 434-5217 FAX (423) 218-4965

Ms. Mrs. Amber Forbes, Supervisor of Human Resources

Ms. Bailey Stanley, Administrative Assistant
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Ms. Tina Lunsford, Administrative Secretary
(423) 434-5235 FAX (423) 218-4967

Dr. Melissa Stukes, Supervisor of Special Programs and Attendance

(423) 434-5200 FAX (423) 218-4965

Ms. Mrs. Melony Surrett, Technology Director

Ms. Danise Slayton, Administrative Secretary
(423) 434-521908 FAX (423) 218-0550

Dr. David Timbs, Supervisor of Instructional Technology

Ms. Danise Slayton, Administrative Secretary
(423) 434-52193 FAX (423) 218-0550

Ms. Mrs. Hannah Upchurch, Supervisor of Food Services

(423) 434-5228 FAX (423) 218-4966

Ms. Leia Valley, Supervisor of Finance

(423)434-5212 FAX (423) 218-0544

Dr. Roger Walk, Supervisor of Instruction and Testing

(423) 434-5223 FAX (423) 218-4965

Dr. Greg Wallace, Supervisor of Safety and Mental Health

(423) 791-3596 FAX (423) 434-5295

Dr. Renee Wood, Supervisor of Elementary and Title I Instruction

~~Ms.~~ Patti Fatherree, Administrative Secretary

(423) 434-5220 FAX (423) 218-0549

School Nurses Office

Stephanie Brown, RN, BSN

Kristen Stetz, BSN

Michelle Jefferson, RN

Jennifer Norton, RN, BSN

~~Ms. Kristen Fuller~~ **Bulger**, Secretary

(423) 232-5380 FAX (423) 218-0544

Office Hours

The Central Office of Johnson City Schools is open Monday through Thursday from 8:00 a.m. to 5:00 p.m. and Friday from 8:00 a.m. to 4:30 p.m.

Board of Education Meetings

The regular meeting of the Johnson City Board of Education is held on the first Monday of each month at 6:00 p.m. at the Central Office. All meetings of the Board are open to the public and streamed on Johnson City Schools' YouTube channel.

SCHOOL HOURS:

Science Hill High School (all campuses).....7:40 a.m. thru 2:45 p.m.

Liberty Bell Middle School7:40 a.m. thru 2:40 p.m.

Indian Trail Middle School.....7:40 a.m. thru 2:40 p.m.

Elementary Schools (all campuses)..... 8:15 a.m. thru 3:15 p.m.

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STATEMENT OF RIGHTS AND RESPONSIBILITIES

Johnson City Schools recognizes the following:

The primary intent of society in establishing the public schools is to provide an opportunity for learning. We believe that students have full rights of citizenship as delineated in the United States Constitution and its Amendments, that citizenship rights must not be abridged, obstructed, or in other ways altered except in accordance with due process of law, and that education is one of these citizenship rights.

Johnson City Schools prohibits discrimination on the basis of race, color, national origin, gender, religion, sex, age, and disability. Johnson City Schools does not condone or practice discrimination in admission, employment or in access to its programs or activities. If you feel that you have been discriminated against, you should contact your principal, or the district Title VI, Title IX and 504 Coordinator for Johnson City Schools at P.O. Box 1517, Johnson City, TN 37605 or 423-434-5200.

Under the Tennessee State Board of Education's Unsafe School Choice Policy, any public school student who is the victim of a violent crime as defined under Tennessee Code Annotated 40-38-111(g), or the attempt to commit one of these offenses as defined under Tennessee Code Annotated 39-12-10, shall be provided an opportunity to transfer to another grade-level appropriate school within the district.

PREAMBLE

The school is a community, and the rules and regulations of a school are the laws of that community. All those enjoying the rights of citizenship in the school community must also accept the responsibilities of citizenship. A basic responsibility of those who enjoy the rights of citizenship is to respect the laws of the community.

Students are encouraged to initiate, or react to, proposals for change in educational practices, rules or policies. Student input will be considered by the faculty, the administration and/or the Board of Education as appropriate.

CODE OF CONDUCT

It is the intention of Johnson City Schools to create a safe and respectful learning environment in which every student is able to reach their full potential and have the same opportunities regardless of race, color, creed, religion, ethnic origin, sex or disability. All students are expected to treat themselves and others with courtesy and respect. Behavior which is disrespectful will not be tolerated.

The following code sets forth school rules prohibiting certain types of student behavior that constitute serious student misconduct. The initial decision that certain student conduct violates this code is to be made by a school principal, who has the authority to discipline the student. A student found to be in violation of any of these rules may receive consequences as severe as a long-term suspension (over ten (10) school days and up to one (1) year) or expulsion. Other misconduct may be addressed by a principal under disciplinary authority given by statute or Board of Education policies.

A principal's decision to suspend a student for more than ten (10) days may be appealed, in writing, to a Disciplinary Hearing Authority. An alternative school program may be available for students who have been suspended or expelled. Approved school-based management alternatives may also be available at the local school. Additional information regarding suspension and expulsion can be found in section **III. DUE PROCESS GUIDELINES FOR DEALING WITH ALLEGED CODE VIOLATIONS.**

Tennessee Code Annotated 49-6- 4107(a) states that a principal, teacher, school employee or school bus driver, in exercising that person's lawful authority, may use reasonable force when necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another person.

I. RIGHTS

Freedom of Speech and Assembly

- A. Students are entitled to verbally express their personal opinions. Such verbal expressions shall not interfere with the freedom of others to express themselves and shall not disrupt school, the classroom or school activities. The use of obscenities or personal attacks is prohibited.
- B. All student meetings in school buildings or on school grounds may function only as a part of the formal education process or as authorized by the principal.
- C. Students have the freedom to assemble peacefully, however there is an appropriate time and place for the expression of opinions and beliefs. Demonstrations that interfere with the operation of the school, the classroom, or school activities are inappropriate and are prohibited.

Freedom to Publish

- A. Students are entitled to express their personal opinions in writing. The distribution of such writings shall not interfere with or disrupt the educational process. Such written expressions must be signed by the authors.
- B. Students are entitled to express their personal opinions in the form of artwork and photography. The distribution of such artwork and photography shall not interfere with or disrupt the educational process. Any such student works must be signed by the creators.
- C. Students who edit, publish, or distribute handwritten, printed, electronic, digital or duplicated matter among their fellow students within the schools must assume responsibility for the content of the publication.
- D. Libel, obscenity, pornographic and lewd images and personal attacks are prohibited in all publications.
- E. Commercial solicitation will not be allowed on school property or through school system equipment at any time without prior written approval of the principal.
- F. The principal must approve the distribution of non-educational material by students in school buildings, on school grounds, at school activities or over school system computers or by means of the school system network.

Freedom from Unreasonable Search and Seizure

Students and their property shall be free from unreasonable search and seizure.

- A. School personnel have the authority to search students, items in students' possession and student vehicles upon a reasonable belief that the search will lead to the discovery of either:
 - 1. Evidence of a violation of the law or of school rules and regulations; or
 - 2. Any object or substance that presents an immediate danger of harm or illness to any person.
- B. Searches should be for a specific item and should be conducted in the presence of another school employee.
- C. Items or substances which are illegal or present a threat to the safety or security of other persons or the school will be seized by school authorities. Students in possession of such items or substances will be subject to disciplinary action, which may include notification of legal authorities.
- D. Items or substances which are used to disrupt or which interfere with the educational process will be removed from student possession.
- E. General searches by school personnel of school property, including school property assigned to specific students, such as student lockers, may be conducted at any time.
- F. Searches may be conducted on campus or during any organized school activity off campus.
- G. When a search of an individual student's person has been conducted, the principal shall attempt to notify the parent/guardian by phone at the time of the search, or as soon thereafter as reasonably possible. If the phone notification is not successful, the principal shall send a letter **or email** to the parent/guardian within twenty-four (24) hours. This

notification will not apply to students attending the Science Hill High School Alternative Center or the Indian Trail or Liberty Bell Middle School Alternative classrooms.

H. A student who refuses a reasonable search may be considered in violation of the rule or rules for which they were subject to search.

II. RULES

ITEMS IDENTIFIED WITH AN ASTERISK (*) ARE AMONG THOSE DEFINED AS CRIMINAL UNDER THE LAWS OF THE UNITED STATES, THE STATE OF TENNESSEE AND/OR THE CITY OF JOHNSON CITY. A STUDENT FOUND TO BE IN VIOLATION OF THESE RULES MAY RECEIVE PUNISHMENT RANGING FROM VERBAL REPRIMAND TO SUSPENSION OR EXPULSION. DISCIPLINARY ACTION WILL BE TAKEN BY THE SCHOOL FOR VIOLATION OF THESE RULES, REGARDLESS OF WHETHER OR NOT CRIMINAL CHARGES RESULT.

***Rule 1 – Disruption of School**

A student shall not use violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct to cause the disruption, interference, or obstruction of any school function or the educational process. A student shall not engage in conduct which could reasonably be foreseen to cause disruption, interference, or obstruction of any school function or the educational process. A student shall not urge others to engage in this type of conduct. While this list is not exclusive, the following acts when reasonably believed to be for the purpose of causing a disruption, interference, or obstruction of any school function, illustrate the kinds of offenses contemplated here:

- A. Occupying any school building, school grounds, or part thereof with the intent to deprive others of its use;
- B. Blocking the entrance or exit of any school building, corridor or room therein with the intent to deprive others of lawful use or access to or from the building, corridor or room;
- C. Setting fire to, vandalizing, or damaging any school building or property;
- D. Firing, displaying, carrying, possessing or threatening use of firearms, explosives, knives, blades or any other weapons (as defined in T.C.A. §39-17-1309) or other destructive device on the school premises, on a school bus, or at school sponsored events or activities for any unlawful purpose. Explosives, illustrations, or instructions for making or using explosives or other weapons or destructive devices are not permitted on school property or at school sponsored events or activities;
- E. Preventing or attempting to prevent by any act (including transmitting a bomb threat in writing, by phone or by any other means, initiating a false fire alarm, or being accessory to such acts) the convening or continued functioning of any school, class, or school sponsored events or activities or of any authorized meeting or assembly on school property;
- F. Preventing any student or students from attending school, class or school sponsored events or activities;
- G. Except under direct instruction of the principal/designee, blocking normal pedestrian or vehicular traffic on a school campus;

- H. Intentionally making noise (including disruptive verbal communication) or acting in any manner so as to intentionally and substantively interfere with the teacher's ability to teach or with other classroom or school events or activities;
- I. Exhibiting immoral or disreputable conduct or vulgar, inflammatory or profane language;
- J. Displaying obscene, lewd or pornographic images to others while on school property or at a school sponsored event or activity;
- K. Willfully and/or persistently violating the rules of the school or the school system;
- L. Refusing to obey an order of a principal, teacher or other authorized school employee;
- M. Interfering with school authorities, which is defined as interfering with administrators, teachers or other authorized school employees by intimidation or with threat of force or violence. The commission of or participation in such activities in school buildings, on school buses, on school property, or at school sponsored events or activities is prohibited.

***Rule 2 – Damage, Destruction or Theft of School Property**

A student shall not cause, or attempt to cause, damage to school property or steal, or attempt to steal school property.

***Rule 3 – Damage, Destruction or Theft of Private Property**

A student shall not abuse, damage, destroy, steal, or attempt to steal private property while on the school grounds or while attending school sponsored events or activities.

***Rule 4 – Assault or Abuse of School Employee or Another Student**

Assault is intentionally, knowingly or recklessly causing bodily injury to another person; intentionally or knowingly causing another person to reasonably fear imminent bodily injury; or intentionally or knowingly causing physical contact with another person when a reasonable person would regard such contact as extremely offensive or provocative.

A student shall not assault or attempt to assault any person, including school employees or other students, at any time while on school grounds or while attending school sponsored events or activities.

A student shall not, through the threat or use of force, attempt to take any property which belongs to a school employee or another student. Such acts constitute extortion, blackmail and/or coercion.

A student shall not sexually assault any person at any time while on school grounds or while attending school sponsored events or activities.

***Rule 5 – Wearable/Personal Technology, Including But Not Limited To: Radios, MP3 Players, Tape Players, Tape Recorders, Laser Pointers, CD Players, Film Cameras, Digital Cameras, Video Recorders, Digital Video Recorders**

Student use of recreational or electronic devices such as radios and CD/tape/MP3 players, voice activated tape recorders, laser pointers or other wearable/personal technology on school property is permitted during school hours for educational purposes only and only under the direct

supervision of the classroom teacher. Students will be expected and required to abide with all policies and procedures in place for use of these type of devices. While on school grounds or while attending any school related event or activity, students are prohibited from taking and/or displaying unauthorized photographs, video recordings and/or any type of digital image of other students and of school personnel. The use of any recording device is strictly prohibited in any restroom or locker room, clinic or nurse's office, whether on school grounds or while attending any school related event or activity. Using any device to record altercations on school grounds or at school related events or activities is prohibited. Sending, sharing, viewing or possessing pictures, text messages, e-mails or other material of a sexual nature in electronic or any other form on an electronic device while on school property or at school related events or activities is prohibited. Students are prohibited from using any type of recording device in any manner that interferes with or is disruptive of the educational process or invades the privacy of students, employees, volunteers or visitors. Violation of this prohibition will subject a student to discipline under this provision and/or any other provision in this Student Code of Conduct that may be applicable to the circumstances involved. Electronic or other devices used in violation of this rule will be subject to confiscation at any time.

Rule 6 – Use of Personal Communication Devices

Elementary Schools and Middle Schools:

Students at elementary and middle schools are not permitted to use personal communication devices including, but not limited to cell phones, smart watches and tablets on school property during school hours without the permission of a teacher or administrator. The use of personal communication devices is permitted by students at these schools at extracurricular school activities on or off school property. The use of personal communication devices is strictly prohibited in any restroom or locker room, clinic or nurse's office, whether on school grounds or while attending any school related event or activity. Using personal communications devices to record altercations on school grounds or at school related events or activities is prohibited. Sending, sharing, viewing or possessing pictures, text messages, e-mails or other material of a sexual nature in electronic or any other form on a personal communications device while on school property or at school related events or activities is prohibited. Personal communication devices used in violation of this rule will be subject to confiscation at any time. Disciplinary action will be taken against students who violate this rule.

Science Hill High School:

At Science Hill High School, student use of personal communication devices including, but not limited to, cell phones, smart watches and tablets, is ~~generally~~ prohibited during classes and at other times as announced. This includes text messaging. However, students are allowed to use their personal communication devices at school during non-instructional times ~~and during those instructional times designated by teachers~~. Students who have personal communication devices in class are responsible for having them turned off or otherwise silenced so that notifications will not interfere with instruction. The use of personal communication devices is strictly prohibited in any restroom, locker room, clinic or nurse's office, whether on school grounds or while attending any school related event or activity. Sending, sharing, viewing or possessing pictures, text

messages, e-mails or other material of a sexual nature in electronic or any other form on a personal communications device or other electronic device while on school property or at school related events or activities is prohibited.

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

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

***Rule 7 – Weapons and Dangerous Instruments**

A student shall not possess, handle, transmit, use, or attempt to use ammunition, firearms, explosives, fireworks, knives, or any other object that can be considered a weapon while on school grounds or while attending school sponsored events or activities. This rule applies to normal school supplies such as pencils, scissors, razors, or compasses when they are possessed, handled, transmitted, used or attempted to be used in a manner which renders the object(s) dangerous.

***Rule 8 – Alcoholic Beverages, Narcotics and Drugs**

A student shall not possess, use, transmit, consume, or show evidence of having consumed, any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, inhalant, alcoholic beverage or intoxicant of any kind, including any analogues, while on school grounds or while attending school sponsored events or activities. (An analogue is defined as a substance which mimics the stimulant, depressant or hallucinogenic effect on the central nervous system that is similar to the stimulant, depressant or hallucinogenic effect of a controlled substance. An analogue includes "bath salts", "Spice", K-2 and any other "designer drug" and is included in the definition of drugs, herein.)

A student shall not possess, use, or be under the influence of any controlled or regulated drug, while on school grounds, or while attending school sponsored events or activities, unless the student has a prescription written for the student by a person authorized by the State of Tennessee to write medical prescriptions.

Any student showing evidence of having consumed inhalants, alcohol or drugs will be immediately removed from contact with other students by school personnel, who shall attempt to immediately contact the student's parent or legal guardian. Students who are suspected of being under the influence of alcohol or drugs may be subject to drug testing pursuant to TCA § 49-6-4213. Reasonable effort should be made to complete drug testing within 24 hours of parent/guardian contact. Results of tests not completed within the 24-hour time frame may not be accepted by school personnel. Students and their parents/guardians have the right to refuse drug testing and/or related cooperation during the school investigatory process, with the understanding

that such a failure to comply/cooperate can be considered and relied upon by school personnel to move forward with disciplinary action.

A student's use of a recommended dosage of a drug which has been authorized by a medical prescription written for the student by a person authorized by the State of Tennessee to write medical prescriptions and with the written permission of the parent shall not be considered a violation of this rule. Such medication, if administered at school or at a school event or activity, must be under strict supervision and in accordance with Board of Education policy and procedures.

A student shall not possess drug paraphernalia, including vaporizing pens and e-cigarettes, while on school grounds or while attending school sponsored events or activities. Electronic pagers may be considered to be drug paraphernalia in accordance with Tennessee law and under the terms of this rule. (TCA §49-6-4202)

A student shall not possess for resale or distribution any type of drug, including prescription or over-the-counter drugs, on school grounds or while attending school sponsored events or activities.

If a student must take prescription or non-prescription medication during school hours, the student or parent must deliver the medication to the ~~principal's office~~ **clinic**, unless the medication must be retained by the student for immediate self-administration (i.e. students with asthma.) Employees who have been trained by school nursing staff will assist the student in the self-administration of such medication in compliance with applicable policies. If a student needs to retain medication for immediate self-administration the student must have a written physician's note to that effect and must have the prior approval of the principal.

Johnson City Schools considers participation in interscholastic athletics as a privilege and not a right. Students that voluntarily participate in these activities are expected to accept the responsibilities which accompany the privilege. Among these is the responsibility to remain drug and alcohol free. Randomly throughout the school year, students in grades nine through twelve who desire to participate in interscholastic athletics, including cheerleading, may be subject to urine testing for illegal or banned substances. Information regarding random drug testing can be obtained from the administration.

***Rule 9 – Arson**

A student shall not commit or attempt to commit arson while on school grounds or while attending school sponsored events or activities. Arson is defined as the intentional setting of fire.

***Rule 10 – Burglary, Larceny, and Robbery**

A student shall not commit burglary, larceny, or robbery while on school grounds, or while attending school sponsored events or activities. Burglary is defined as breaking into school and/or personal property in or at the school. Larceny is defined as theft. Robbery is defined as stealing from an individual by force or threat of force.

***Rule 11 – Trespassing**

A student shall not be present in an unauthorized place during any period of time when they are properly under the authority of school personnel or refuse to leave an unauthorized place when ordered to do so.

***Rule 12 – Use of Tobacco/Electronic Cigarettes/Vaporizing Pens**

A student shall not possess and/or use tobacco or tobacco related products while on school grounds or while attending school sponsored events or activities. A student shall not possess and/or use electronic cigarettes/vaporizing pens or nicotine, nicotine-delivering substances, chemicals or devices that produce the same flavor or physical effect of nicotine substances, and any other “tobacco innovation” while on school grounds or while attending school sponsored events or activities.

Rule 13 – Repeated School Violations

A student shall comply with the directions of teachers, student teachers, substitute teachers, teacher assistants, principals, or other authorized personnel during any period of time when they are properly under the authority of school personnel. A student shall not willfully and/or persistently violate the rules of the school.

Rule 14 – Dress and Appearance

Students shall be well groomed and dress in a clean, neat and modest manner so as not to present health and safety problems or cause disruption of school or school functions. Students are required to adhere to the dress code of their respective school while on school grounds, or while attending school-sponsored events or activities.

***Rule 15 – Attendance**

Prompt daily attendance of all who are enrolled in the Johnson City Schools is required in accordance with state law and Board of Education policy. Students must attend regularly scheduled classes unless officially excused. Students participating in school sponsored trips are counted present.

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

Effect of Attendance upon Credit and Promotion

Students having excessive absences may fail to receive academic credit based upon the following:

- 1. Students in Grades K- 8.** A student’s excessive absence may limit progress to the point that promotion is not feasible. Upon recommendation of the principal, students in grades K-8 who have excessive absences will not receive credit towards promotion.
- 2. Students in Grades 9-12.** Students are expected to be in school every day.

NOTE: ALL ABSENCES, EXCUSED OR UNEXCUSED, ARE COUNTED IN THE MAXIMUM NUMBER THAT MAY BE MISSED DURING A SESSION OR SCHOOL YEAR. STUDENTS WITH EXCESSIVE ABSENCES WILL BE CONSIDERED TRUANT AND WILL BE SUBJECT TO A TRUANCY INTERVENTION PLAN.

Acceptable Reasons for an Excused Absence

1. Student's personal illness or injury, including pregnancy – a parent's statement is required unless the student has frequent absences, in which case a physician's statement will be required.
2. Death in the family.
3. Illness in the family requiring the student to give temporary help. A physician's statement is required.
4. Special and recognized religious holidays regularly observed by persons of the student's particular faith.
5. Summons, subpoena or court order.
6. Extreme weather conditions.
7. Principal/designee approved absences-up to three (3) days per school year as requested by the parent/legal guardian. No student will be allowed to use these absences during standardized testing dates or during final exams. Work missed during the absence must be made up before the absence or upon the return to school.
8. One day absence when a student's parent or custodian is deployed into active military service or returned from active military service.
9. Five (5) college visits.
10. Circumstances over which, in the judgment of the principal, the student has no control.

Rule 16 – Tardiness

Students are expected to arrive at school on time and to stay at school the entire day. Upon a third unexcused tardy and/or early dismissal a student will be subject to discipline. Principals may implement "time for time" procedures to deal with tardiness.

Rule 17 – Student Placement

The principal has the authority to change a student's placement or class assignment in an effort to address concerns about discipline and/or disruption of the learning process of the classroom or school.

Rule 18 – Refusal to Identify Self

All persons must upon request identify themselves to school personnel in the school building, on school grounds, or while attending school sponsored events or activities.

Rule 19 – Technology; Internet

Technology and Internet access and use are considered a privilege, not a right. All technological resources, including devices brought from home and used in school, must be used in accordance with the system's Acceptable Usage Agreement (a copy of which is included with this Code of Conduct) as well as school system policies and procedures and local, state, and federal laws and/or guidelines governing the usage of technology and its component parts. Students must use the provided technological resources so as not to cause waste or abuse, or to interfere with or cause harm to other individuals, institutions, or companies.

All computer data, including search histories and e-mail communications stored or transmitted on school system computers or by means of the school system network are subject to monitoring. Students should have no expectation of privacy with regard to computer data or transmissions.

Network Rules

The following are not permitted on school system networks, whether by means of school system devices or computers or devices brought from home and used in school (this list is not inclusive):

- Illegal activities;
- Taking, sending or displaying offensive, pornographic, lewd or obscene messages, language, or pictures;
- Harassing, insulting, threatening, bullying or attacking others;
- Violating copyright laws or engaging in plagiarism;
- Using others' passwords;
- Trespassing in others' folders;
- Intentionally misusing resources;
- Impersonation;
- Employing the network for commercial purposes; and
- Vandalizing, damaging or destroying computers, computer systems, computer networks, files, data or software.

The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, etc.) may constitute a CRIME under Tennessee and/or federal law. Any person taking, disseminating, transferring, or sharing obscene, pornographic, lewd, or otherwise illegal images or photographs will be reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest, criminal prosecution, and LIFETIME inclusion on sexual offender registries.

School officials will apply the same criterion of educational suitability to use of the Internet, computers and the network as they use to review other educational resources. Misuse of the Internet or other technological resources will result in disciplinary action.

***Rule 20 – Discrimination/Harassment**

Discrimination/harassment by students will not be tolerated. Discrimination is the display of unlawful bias, favoritism or prejudice toward others. Harassment is a single act or course of conduct directed toward an individual or group of people that serves no legitimate purpose other than to annoy, intimidate, frighten, alarm, torment or abuse that person or group.

Alleged victims of discrimination/harassment should report these incidents immediately to a teacher, counselor, or building administrator, or to one of the school system's complaint managers. Allegations of discrimination/harassment will be fully investigated by the school system. If the discrimination/harassment continues, the alleged victim should report in writing the continuing harassment to the principal, noting the date of first report and to whom the complaint was made.

Disciplinary action will be taken against perpetrators of discrimination/harassment.

Rule 21 – Bullying/Intimidation

Johnson City Schools uses the Olewus Bullying Prevention Program in all of its schools. Olweus defines bullying as occurring when someone repeatedly and on purpose says or does mean or hurtful things to another person who has a hard time defending them self.

Intimidation is intentional behavior that would cause an ordinary person to fear injury or harm.

A student will be subject to discipline for any act of bullying or intimidation that takes place on school grounds, while attending school-sponsored events or activities, on school transportation or at any official school bus stop immediately before boarding and immediately following de-boarding; or which is done at any time off-campus if the bullying causes or threatens to cause a disruption at school, at a school sponsored event or activity, or if it interferes with a student's education or security.

Bullying and intimidation can manifest as either physical harm of another person or damage to their property, or knowingly placing the person in reasonable fear of such, or creating a hostile educational environment.

Rule 22 – Cyber-Bullying

A student will be subject to discipline for any act of cyber-bullying that takes place on school grounds, while attending school-sponsored events or activities, on school transportation; which is done through the use of the school system's intranet or Internet system or on any school system equipment; or which is done at any time off-campus if the cyber bullying causes or threatens to cause a disruption at school, at a school sponsored event or activity, or if it interferes with a student's education or security at school.

Cyber bullying encompasses any of the already prohibited actions – such as bullying, discrimination, or harassment – when done through electronic means. “Electronic means” include, but are not limited to, information and communication technologies such as e-mail,

voice mail, cell phone and pager text messages, instant messaging (IM), personal Web sites, Weblogs, and online personal polling Web sites.

Examples of cyber bullying include posting slurs or rumors or other disparaging remarks about a student or staff member on any Web site or Weblog; sending e-mail, instant messages or photographs that are harassing, threatening or offensive; and taking and sending an unauthorized and unwanted photograph or video of a student or staff member.

***Rule 23 – Criminal Behavior**

A student may be suspended from school, from a school sponsored event or activity, or from riding a school bus when the student commits off campus criminal behavior which results in the student being legally charged with a felony and the student's continued presence in school poses a danger to persons or property or disrupts the educational process.

III. DUE PROCESS GUIDELINES FOR DEALING WITH ALLEGED CODE VIOLATIONS

Students' Due Process Rights

All students have the right to receive a free and appropriate education. Deprivation of that right may occur only for just cause and after due process. Due Process requirements necessitate that students be given an opportunity to be heard before they may be excluded from school. For minor offenses where the classroom teacher takes corrective disciplinary measures, no formal process or procedure is required. In cases of severe misconduct where there is a possibility of suspension or expulsion, the student shall be advised of the nature of his misconduct, questioned about it, and allowed to give an explanation.

The procedures required to establish due process are not fixed. What is required for due process can depend upon the severity of the penalty imposed on the student. For example, if the only penalty given is detention after class, no formal procedure is required. In cases of severe discipline, such as a suspension of over ten (10) days, due process must be accorded. The following procedures provide for Constitutional requirements of due process and attempt to produce a reliable determination of the issues while minimizing the adversarial nature of the proceedings.

The Principal Will Address Misconduct When:

- A. A teacher considers misconduct to be so serious as to warrant the principal's attention;
- B. The alleged misconduct constitutes a violation of the rules that govern serious misconduct; or
- C. The principal deems it advisable that he personally addresses the misconduct.

In addressing misconduct, the principal/designee shall investigate the incident. During the investigation the principal shall inform the student of the misconduct of which he is accused and of any evidence in support of the accusation. The student shall have the opportunity to deny the

accusations and explain his behavior. If the student requests that other persons be questioned, the principal shall talk to them, when possible. If the student makes a reasonable defense based on information which cannot be immediately investigated, the principal will postpone any disciplinary action for a reasonable time until such information can be investigated. If the principal/designee deems it necessary, the police or other legal authorities may be included in the investigation. The principal shall give the student an explanation of the results of the investigation and shall inform the student as soon as possible of any disciplinary action to be taken.

The Principal's Discipline Authority

Suspension.

There are several types of suspension available. Unless otherwise required by Board of Education policy or statute, the principal has the authority to determine what type of suspension, if any, the misconduct requires. Except when a student's continued presence presents an immediate danger, a student may not be suspended from a class, school or school related event or activity until the student has been advised of the nature of his misconduct, questioned about it, and been allowed to give an explanation.

The removal of a student from his class by the classroom teacher, principal or other authorized school personnel for the remainder of class period or for the remainder of a school day, and their placement in another room on the school campus shall not necessarily be an in-school suspension and shall not be entitled to the procedures set forth below. The principal has the authority to decide whether a removal shall be considered a suspension.

1. In-School Suspension. A principal has the option, depending on the severity of the offense, of suspending any student from attendance at a specific class, classes or school sponsored events or activities without suspending such student from attendance at school. This shall be known as in-school suspension. Students given in-school suspension are required to complete their academic assignments. Any student given an in-school suspension in excess of one (1) day must attend either special classes attended only by students guilty of misconduct or be placed in an isolated area appropriate for study. Good and sufficient reasons for in-school suspension include, but are not limited to:

- a. Behavior which adversely affects the safety and well-being of other students;
- b. Behavior which disrupts a class or school sponsored event or activity;
- c. Behavior prejudicial to good order and discipline occurring in class, during school sponsored events or activities, or on the school campus.

2. Summary Suspension. If the principal witnesses or has knowledge of any serious student misconduct and thinks that immediate removal of the student is necessary to restore order or to protect persons on the school grounds, they may suspend the student immediately for not more than two (2) school days. In such cases, the principal is not required to investigate before suspension, but shall carry out such an investigation and decide on further disciplinary action, if any, by the end of the school

day following the summary suspension. Once a principal has decided to suspend a student summarily, they shall follow the procedures for sending a student home during the school day.

3. Out-Of-School Suspension for not More than Ten Days. When a principal deems it appropriate, they may suspend a student from attendance at school for not more than ten (10) consecutive days. If the principal determines it is in the best interest of the student, they may place the student in an assigned area of the school with the same consequences as for an out of school suspension.

4. Removal from School for More than Ten Days (Expulsion). A principal, with due cause, may expel a student. Expulsion is defined as removal from school for more than ten (10) consecutive days or more than fifteen (15) days in a month of school attendance.

Sending A Suspended Student Home During the School Day.

When a student is suspended (except for in-school suspension), the principal shall attempt to reach the student's parent, legal guardian, or legal custodian (hereinafter the term "parent" includes parent, legal guardian, or legal custodian) to inform them of the school's actions and to request that they come to the school for their child. If the parent is unable to come for their child, the student shall remain at school until the close of the school day, unless, with the parent's consent or in the principal's judgment, the student can be provided transportation home. In a situation where the principal is not able to reach a parent and because of violations of school rules the principal is not able to keep a student on school grounds and restore order or protect others, the principal will call local law enforcement to assist in removing the student from school premises.

Reasons for Suspension

A principal may suspend any student from attendance at such school, including its sponsored activities, for good and sufficient reasons, including, but not limited to, the following:

- A.** Willful and persistent violation of the rules of school;
- B.** Immoral or disreputable conduct or vulgar or profane language;
- C.** Violence or threatened violence against any person attending or assigned to any school;
- D.** Willful or malicious damage to real or personal property of the school, or the property of any person attending or assigned to the school;
- E.** Inciting, advising or counseling of other to engage in any of the act enumerated above;
- F.** Marking, defacing or destroying school property;
- G.** Possession of a pistol, gun or firearm, or a facsimile thereof, on school grounds or at school sponsored events or activities;
- H.** Possession of a knife or blade on school property or at school sponsored events or activities;
- I.** Assaulting any person attending or assigned to any school with vulgar, obscene or threatening language;
- J.** Bullying;

- K.** Unlawful use or possession of barbitol or legend drugs or any other intoxicant on school property or at school sponsored events or activities;
- L.** Two or more students initiating a physical attack on an individual student on school property or at school sponsored events or activities, including travel to and from school;
- M.** Making a threat, including a false report, to use a bomb, dynamite, any other deadly explosive or destructive devise including chemical weapons on school property or at school sponsored events or activities;
- N.** Engaging in behavior which disrupts a class or school sponsored event or activity;
- O.** Off campus criminal behavior which results in felony charges when the continued presence of the charged student in school poses a danger to persons or property or disrupts the educational process; and
- P.** Any other conduct which is prejudicial to good order or discipline in any school.

Procedures for Suspension

Upon suspension of any student other than for in-school suspensions of one (1) day or less, the principal shall:

- A.** Within twenty-four (24) hours notify the parent/guardian and the Superintendent of Schools or the Superintendent of Schools' designee of:
 1. The suspension, which shall be for a period of no more than ten (10) days;
 2. The cause for the suspension; and
 3. The conditions for readmission, which may include, at the request of either party, a meeting of the parent, student and principal.
 If applicable, the principal shall follow the procedures for sending a student home during the school day.
- B.** If the suspension is for more than five (5) days, the principal shall develop and implement a plan for improving the behavior which shall be made available for review by the Superintendent of Schools upon request.
- C.** If a suspension occurs during the last ten (10) days of any term or semester, the suspended student shall be allowed to take such final examinations or submit such required work as necessary to complete the course of instruction for that semester, subject to conditions prescribed by the principal or the final action of the Board of Education upon any appeal from an order of a principal continuing a suspension.
- D.** A student suspended from one school in the school system cannot enter another school in the system for the duration of the suspension. This does not preclude the principal's assignment of the student to an alternative school.

Discipline of Students with Disabilities

Students with disabilities identified in the Individuals with Disabilities Act (IDEA) and served by an Individualized Education Plan (IEP) will be disciplined in accordance with Federal and State Regulations provided by this act and Johnson City Schools policy. Students with disabilities may not be suspended for more than 10 cumulative days in a school year without appropriate services being provided. Upon expulsion or suspension, educational services will be provided as determined by the IEP team.

Alternative School Program Placement

Terms and conditions for participation in alternative programs will be specified in writing and a student must agree to such terms and conditions prior to admission. The student shall not acquire any right or privilege to participate in any alternative program except as mutually agreed upon by the student and the staff in charge of the program. In order to remain in the program, the student must meet all the terms and conditions imposed. Failure of the student to do so, based upon the judgment of the staff, shall be grounds for termination of participation of the student. Termination of participation shall not entitle the student to enter any other program.

A. Out of School Suspension for Not More Than Ten Days:

A school principal may provide an alternative placement in lieu of out-of-school suspension for not more than ten (10) days. Any student eligible to attend Johnson City Schools who has been suspended, withdrawn, or terminated from the basic educational program may be enrolled in an alternative program as established by the school staff and approved by the Board, but only on terms and conditions specified for that program and only upon the recommendation of the suspending principal.

B. Out of School Suspension for More Than Ten Days (Expulsion) for Students in Grades 1-6 (TCA 49-6-3402):

A school principal may assign a student to an alternative program in lieu of out-of-school suspension for more than ten (10) days (expulsion) on terms and conditions specified for that program.

C. Out of School Suspension for More Than Ten Days (Expulsion) for Students in Grades 7 – 12 (TCA 49-6-3402):

1. Attendance in alternative placement is mandatory for students in grades 7-12 who have been suspended for more than ten (10) days from the regular school program if there is space and staff available.
2. Attendance in alternative program is not mandatory for students in grade 7–12 who have been expelled from the regular school program for committing a zero-tolerance offense. The Superintendent of Schools or their designee shall determine whether to assign a student who has been expelled from the regular school program to an alternative placement on a case-by-case basis.

IV. RIGHT TO APPEAL

Procedure for Appeal of In-School Suspension and Out-of-School Suspension for Ten (10) School Days or Less

- A.** The parent, or the student if 18 years old or older, shall file a request, either orally or in writing, for permission to return to the regular classroom, in cases of in-school suspension, or to school, in cases of out-of-school suspension, to the principal as soon as possible, but in no event later than two (2) days after the suspension.
- B.** Upon receipt of the request, the principal shall schedule a meeting with the student and parent(s) to hear reasons for the request.
- C.** The principal shall make a written response to the request. If the student is allowed to return to the classroom or to school, no further action is required. If the student's suspension is upheld, the matter may be appealed to the Superintendent for a review of the appropriateness of the procedures. The authority for in-school suspension or out-of-school suspension of up to and including ten (10) school days lies solely with the principal.

Procedure for appeal of Out-of-School Suspension for More than Ten (10) School Days (Expulsion) or removal to an Alternative Placement for More than Ten (10) School Days

- A.** If a student is suspended for more than ten (10) days or remanded to an alternative placement for more than ten (10) days the principal must immediately give written notice to the parent and the student of the right to appeal the decision to the Disciplinary Hearing Authority (DHA), which is appointed by the Board of Education.
- B.** All appeals must be filed with the principal, either orally or in writing, within five (5) days of receipt of the notice. Appeals may be filed by the student, the parent, or upon request of the student, by any person holding a teaching license who is employed by the school system.
- C.** When an appeal is filed, the DHA shall hold a hearing no later than ten (10) days after the beginning of the suspension or removal. The DHA shall give written notice of the time and place of the hearing to the parent, the student and the school official designated above who ordered the suspension. Notice shall also be given to any employee referenced above who requests a hearing on behalf of a suspended student. The Superintendent/designee may schedule a different date for the appeal hearing if the student, the principal, or one of the Disciplinary Hearing Officers shows a good and sufficient cause.
- D.** The parent, or the student if 18 years old or older, shall be notified of the DHA's decision by certified letter within five (5) school days following the hearing.

Composition of the Disciplinary Hearing Authority

The DHA is established by the Board of Education to conduct hearings of suspension appeals. The DHA is to consist of three (3) to five (5) members, appointed to a one (1) year term and

subject to reappointment. Each hearing must be conducted by at least three (3) members of the DHA, one of whom must be a principal or assistant principal, but not from the home school of the suspended student. The Superintendent of Schools/designee serves as chairman of the DHA.

The Chairman shall:

- A. Identify the members of the DHA assigned to hear each appeal.
- B. Be available before the hearing to answer questions that a parent or student may have about the proceedings.
- C. Take full charge of the hearing by directing its proceedings and controlling the conduct of all persons present subject to procedural requirements.
- D. Write the DHA's findings of facts and recommendations for action. The Chairman has the authority to delegate this responsibility to another member of the DHA.
- E. Transmit the DHA's written findings and recommendations to the Superintendent, the principal and the parent or the student if 18 years old or older.

No person who was a witness to or has been involved in the investigation of the student's alleged misconduct, or who could be called to give testimony to the DHA, shall serve as a member of the hearing board.

Group Hearings

When multiple students are charged with violating the same rule and have acted in concert and the facts are basically the same for all students, a single hearing may be conducted for them if the Chairman of the DHA believes that the following conditions exist:

- A. A single hearing will not be likely to cause confusion; and
- B. No student will have their interest substantially prejudiced by a group hearing. If, during the hearing, the Chairman finds that a group hearing will prejudice a student's interest, they may order a separate hearing for that student.

Witness Statements

At least two (2) days before an appeal hearing the signed statements of all persons on whose information the charges are based, and any additional information related to the alleged misconduct, shall be available for review in the principal's office. These statements may be examined and copied by the student, parents or any representative, at the student's expense. If the principal receives additional material that will be used at the hearing, they must promptly notify the parent or the student if 18 years old or older and make the material available for review.

The student shall file with the principal, at least two (2) days prior to the hearing, signed statements of any persons who have defensive information that they wish to have considered at the hearing, including the student's own statement if to they wish make one.

All statements must set out, with some particularity, the information known to the persons making them. For example, if a student is charged with consistently failing to follow a teacher's directions, the consistent nature of the failures must be specifically described.

Conduct of the Appeal Hearing

1. Closed Hearing

The appeal hearing shall not be open to the general public. The Superintendent of Schools/designee, the principal/designee, the student, the student's parent(s), the student's representative and any witnesses may attend the hearing. Any of the attendees may give testimony. Upon the request of the Chairman, the principal, the student, the student's parent or the student's representative, witnesses may be excluded from the hearing except when they are giving information or are being questioned by the DHA.

2. Student May Remain Silent

The student may speak in their own defense and may be questioned on their testimony or may choose not to testify. No student shall be threatened with punishment or later punished for refusal to testify.

3. Record of the Hearing

The Chairman shall provide for making a summarized transcript of any information orally presented at the hearing. Statements and other written matter presented to the DHA should be kept on file by the Superintendent.

4. Principal's Presentation of Statements and Records

It shall be the principal's duty to present to the DHA at the hearing the signed statements of all persons known to have information about the student's alleged misconduct. These shall be the same statements that previously have been available to the student in the principal's office and those statements that the student has submitted to that office. Upon the request of the student, the parent, the student's representative or the DHA, the principal shall submit to the DHA the student's record of previous behavior and their academic record. If the principal or the DHA deems it necessary, the information contained in such records shall be explained and interpreted to the DHA by a person trained in their use and interpretation.

5. Use of Witness

The appeal hearing shall consist of a review of the statements and records presented by the principal under section D and any statements or records presented by the student, parent, or student representative in the student's defense. Any written statements from a person not present must be dated and signed by the person making the statement.

6. Examination of Witness

Members of the DHA, the principal, the student, the parent, or the student's representative may question witnesses, the student, or the principal about any matters logically relevant to the charge(s) against the student and the proper disposition of the matter. The Chairman is responsible for limiting unduly long, repetitious, unproductive, or irrelevant questioning.

7. Role of the Parent

The parent should be present at the hearing and shall have an opportunity to make a statement to the DHA regarding their opinion about the proper disposition of the case and to answer

questions. Any statement the parent makes needs not be filed with the principal before the hearing. The parent should be able to advise the student during the hearing. If allowed by section F, the parent may also question any witness.

8. Adult Representative in Addition to Parents

If the parent cannot be present or if the student or their parent thinks the student's interest can be better protected by the presence of an additional adult at the hearing, the student may bring another adult to the hearing. The non-parent adult may act as a representative in the defense of the student and shall have the right to present and question witnesses, make a statement on the nature of the evidence and the proper disposition of the case, and otherwise assist the student. The non-parent adult may be an attorney. If the Chairman thinks the presence of the school board attorney will be helpful at the hearing, they may request the school board attorney's presence.

Disposition of the Case

The DHA shall make a decision on whether the student's due process rights were violated and the appropriateness of the disciplinary action. The DHA may affirm the decision of the principal, order removal of the suspension, unconditionally or upon such terms and conditions as it deems reasonable, assign the student to an alternative program, or suspend the student for a specified period of time. The decision must be based solely on the evidence presented at the hearing and should state substantial findings of fact on which the DHA's decision rests. The determination should explain, in terms of the needs of both the student and the school, the reasons for the particular action taken. The parent shall be notified of the DHA's decision by certified letter within five (5) school days after the hearing. A written record of the proceedings, including a summary of the facts and the reason supporting the decision, shall be made by the DHA.

Appeal of Disciplinary Hearing Authority Decision

The student or principal may appeal within five (5) school days of their receipt of the decision of the DHA, first to the Superintendent of Schools and then to the Board of Education. Absent a timely appeal, the decision will be final.

V. PROCEDURE FOR APPEAL TO SUPERINTENDENT AND BOARD OF EDUCATION

Appeal to the Superintendent

The student or principal may appeal the decision of the DHA to the Superintendent of Schools within five (5) school days. This appeal must be in writing. The Superintendent shall set a date for a review hearing within six (6) school days and notify the student by certified letter of the time and place of the hearing. The appeal to the Superintendent shall be solely on the record of the hearing before the DHA, except for the new evidence which has come to light and may affect the outcome of the appeal. The Superintendent shall notify the student and principal of their decision within five (5) school days. Notice to the student shall be by certified mail.

Appeal to the Board of Education

If a student or principal wishes to appeal the decision of the Superintendent of Schools, the appeal shall be by a letter directed to the Board of Education within five (5) school days of receipt of the decision of the Superintendent. The Board of Education, meeting in regular or special session, and based upon a review of the record, may grant or deny a request for a Board hearing, and may affirm or overturn the decision of the DHA without a hearing, provided the Board may not impose a more severe penalty than that imposed by the DHA without first providing an opportunity for a hearing before the Board. If a hearing is granted, the Chairman of the Board of Education/designee shall, within six (6) school days of the decision to grant a hearing, set a date for a hearing before the Board of Education and shall notify the student and the principal of the date, place, and time that such hearing will be held. Such notice to the student shall be by certified mail. The hearing shall be held within twenty (20) school days from the date of the decision to grant a hearing unless circumstances in the discretion of the Board require a later date. The hearing shall be closed to the public unless the student or student's parent requests in writing within five (5) days after receipt of written notice of the hearing that the hearing be conducted as an open hearing. The hearing will be based on the entire file and record in the matter and such new or additional material evidence as the staff and/or the student and/or their representatives may wish to introduce. The action of the Board of Education shall be final.

VI. MANDATORY ONE-YEAR EXPULSION (ZERO TOLERANCE)

In order to ensure a safe and secure learning environment free of drugs, violence and dangerous weapons, any student who, while on a school bus, on school grounds, or while attending any school event or activity, engages in the following behaviors shall be expelled from school for a period of not less than one (1) calendar year. The Superintendent of Schools has the authority to modify this expulsion requirement on a case-by-case basis. Incidents that result in expulsion for one year are:

- **Unlawful possession of any drug, including any controlled substance, controlled substance analogue, or legend drug on school grounds or at a school-sponsored event.**
- **Commission of aggravated assault or commits an assault that results in bodily injury upon any teacher, principal, administrator, any other employee of an LEA or a school resource officer.**
- **Possession of a firearm on school grounds or at a school sponsored event.**
- **Threatening mass violence, meaning an act which a reasonable person could conclude would lead to serious bodily injury or death of two or more persons, on school property or at a school-related activity.**

A student who has committed an offense which results in a mandatory one (1) year expulsion shall be entitled to ask for a hearing at which time any statements, explanations, evidence, or excuses for failures will be heard and recorded by the staff. Action of the staff following this hearing shall be final except that a student may request, in writing, a review by the Superintendent. The Superintendent shall decide whether or not to sustain the action of the staff based upon a review of the entire file as presented.

The mandatory one (1) year penalty will be enforced for all violations listed above, including first offenses. Upon a first offense, the student and/or parent on behalf of the student may apply for readmission after thirty days out of school. Upon the second or more offense, the student and/or parent may apply for readmission after sixty days out of school.

Before readmission will be considered, the following conditions must be met:

- A. The student and/or parent seek(s), and the student has received, a psychological evaluation and/or help from an institution accredited to diagnose the need for counseling and/or treatment for alcohol/drug abuse. In cases of drug or alcohol violations, evaluation or assistance must be from a certified drug/alcohol abuse counselor or a counselor approved by the administration.
- B. An authorized official of the accredited institution or organization who is qualified to do so certifies that the student either does not need treatment and/or rehabilitation or has completed a program of treatment and/or rehabilitation and is ready for successful re-entry into the school system. In cases of drug or alcohol violations, certification must be by a certified drug/alcohol abuse counselor.

Requests for all readmissions must be filed, in writing, with the office of the principal. A readmission hearing may be scheduled to consider the request. Consideration will be given to the reasons for the long-term suspension and the length of time the student has been out of the regular school program. The principal will hear from the student and/or parent any evidence or justification in support of readmission and will make a recommendation to the Superintendent regarding readmission.

Upon application for readmission, the principal may take into consideration such factors as previous suspensions, patterns of misconduct, attitudes adversely affecting progress and efficiency of the educational process, and whether readmission is in the best interest of the student in order to accomplish rehabilitation.

School Based Management Alternative to Mandatory Penalty

Upon recommendation by the principal, alternatives to the mandatory penalty may be offered by way of a contract between the school and the student. The parent must be aware of the terms of the contract and encouraged to attend a conference with the student to plan for its implementation, and may be asked to accept some responsibility, along with the student, for seeing that its conditions are met. If conditions of the contract are not met, the mandatory penalty process will be initiated. All alternatives to a mandatory penalty must be approved by the Superintendent of Schools.

Neither the foregoing conditions of the Code of Conduct nor any penalty prescribed therein shall constitute a waiver to the Tennessee Code Annotated to invoke a more severe penalty than herein prescribed, as prescribe in the General Acts of the State of Tennessee, including but not limited to Section 49-2-203 (a), and as the same may be supplemented or amended.

**JOHNSON CITY BOARD OF EDUCATION
JOHNSON CITY PUBLIC SCHOOLS
JOHNSON CITY, TENNESSEE**

ADOPTED JANUARY 10, 1980
Last Amended April 1, 2024

Notification of Rights under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the Johnson City Schools receives a request for access.

Parents or eligible students who wish to inspect their child's or their education records should submit to their or their student's school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask their school to amend their child's or their education record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by their school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, § 99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA) in the parent or eligible student's State. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf, if applicable requirements are met. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to determine

- eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to § 99.38. (§ 99.31(a)(5))
 - To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction, if applicable requirements are met. (§ 99.31(a)(6))
 - To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
 - To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
 - To comply with a judicial order or lawfully issued subpoena if applicable requirements are met. (§ 99.31(a)(9))
 - To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
 - Information the school has designated as "directory information" if applicable requirements under § 99.37 are met. (§ 99.31(a)(11))
 - To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student's case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement. (20 U.S.C. § 1232g(b)(1)(L))
 - To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions. (20 U.S.C. § 1232g(b)(1)(K))

Family Educational Rights and Privacy Act (FERPA) Notice for Directory Information

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Johnson City Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, Johnson City Schools may disclose appropriately designated “directory information” without written consent, unless you have advised the School System to the contrary in accordance with School System procedures. The primary purpose of directory information is to allow ~~the~~ Johnson City Schools System to include information from your child’s education records in certain school publications. Examples include:

- A playbill, showing your student’s role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent.

If you do not want Johnson City Schools to disclose any or all of the types of information designated below as directory information from your child’s education records without your prior written consent, you must notify the Johnson City School System in writing by ~~September 6, 2024~~ **September 5, 2025**. Johnson City Schools has designated the following information as directory information:

Student Name	Student Address
Telephone Listing	Electronic Mail Address
Photograph	Date and Place of Birth
Major Field of Study	Dates of Attendance
Grade Level	Degrees, Honors and Awards Received
Participation in Officially Recognized Teams	
Weight and Height of Members of Athletic Teams	
Most Recent Educational Agency or Institution Attended	

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Johnson City Schools

Technology Responsible Use Agreement

Use of District-Provided Technology Resources:

To ensure that students receive a quality education in an intellectually stimulating environment, it is the goal of the Johnson City Schools to provide all students with access to a variety of technological resources.

Johnson City Schools recognizes that digital information resources help facilitate, inform, measure and sustain improvements in the quality and delivery of education. The creation of a large and varied technological environment demands that technology usage be conducted in legally and ethically appropriate ways consistent with the policies and instructional goals of the Johnson City Schools.

~~Thus, it is the intention of the Johnson City Schools that all technological resources be used in accordance with any and all school system policies and procedures as well as local, state, and federal laws and/or guidelines governing the usage of technology and its component parts. It is also the intent for these resources to benefit the user while remaining within the bounds of safe, legal, and responsible use. Additionally, it is understood that all students and employees of Johnson City Schools will use the provided technological resources so as not to waste or abuse, interfere with or cause harm to other individuals, institutions, or companies.~~

The purpose of this Responsible Use Policy (RUP) is to set expectations for the ethical, responsible, and safe use of technology resources in our school district. These resources include computers, internet access, email, and all other devices and systems provided by the district. This policy applies to all students, staff, and other users of the district's technological resources.

Rules for Usage:

~~The primary goal of the technology environment is to support the educational and instructional endeavors of students and employees of the Johnson City Schools. Use of any and all technological resources is a privilege and not a right. Any violation of the Responsible Use Agreement may result in termination of usage and/or appropriate discipline. **Users have the right to appeal a discipline decision to the site administrator or Superintendent of Schools. All Johnson City Schools students and their parent/guardians and all Johnson City Schools employees must sign this agreement as acknowledgment of receipt of these procedures and policies.**~~

I. ACCESS:

- A. All users are granted access to the district's technology resources (including the internet, devices, email, and network services) in accordance with the educational goals of the district.

- B. Any student or employee who accesses the district's network or any device for any purpose agrees to be bound by the terms of the Agreement, even if no signed Agreement is on file.
- C. ~~The use of all Johnson City Schools technological resources is a privilege, not a right, and inappropriate or suspected inappropriate use will result in a cancellation of those privileges pending investigation.~~
Users will be issued usernames and passwords to access district systems. These credentials must be kept confidential and not shared with others.
- D. Access to the Internet by students by any means other than the District's network while in a Johnson City School facility is prohibited.
- E. Except at approved locations or as otherwise approved, all devices connected to the Johnson City Schools physical network (a device located at a Johnson City School facility, either wired or wireless) must be the property of Johnson City Schools. ~~Individuals connecting a personal device to the Johnson City School's network will be required to agree to stated Terms and Conditions and log in with system provided account information. Individuals may use only accounts, files, software, and technological resources that are assigned to them.~~
- F. Mobile equipment may be taken home or to other locations by staff and by students at designated locations, however the staff and/or student is responsible at all times for the care and appropriate use of the equipment.
- G. Technology equipment is configured for use on the school system network. The Technology Department will not be able to assist with connections to Internet providers outside of the district network.
- H. Students and staff are responsible for securing technology devices when not in use and for returning them in good working condition.
- I. ~~Individuals may not log in to or attempt to log in to the network by using another person's account and/or password or allow any other person to use their password to access the network, electronic mail, or the Internet and must take all reasonable precautions to prevent unauthorized access and use outside of Johnson City Schools.~~
Access to district technology is a privilege, not a right. The district may restrict or revoke access at any time due to misuse or violations of this policy.
- J. Individuals identified as a security risk may be denied access to the District's technological resources.

II. PRIVACY AND CONFIDENTIALITY

- A. ~~To maintain network integrity and to ensure the network is being used responsibly, the District Technology Supervisor reserves the right to review files and network communications.~~
The district respects the privacy of users and will make reasonable efforts to protect the confidentiality of personal information stored or transmitted using district technology.
- B. ~~Users should have no expectation of privacy with regards to any data stored, transmitted or accessed on school system resources.~~
However, users should be aware that the district may monitor the use of its technology resources to ensure compliance with this policy and applicable laws.

- C. ~~Because communications on the Internet are often public in nature, all users should be careful to maintain appropriate and responsible communications.~~
Email accounts, files, and communications are not considered private and may be accessed or monitored for compliance with district policies. Because communications on the Internet are often public in nature, all users should be careful to maintain appropriate and responsible communications.
- D. ~~The Johnson City Schools cannot guarantee the privacy, security, or confidentiality of any information sent or received via the Internet.~~
Users must respect the privacy of others. Personal data such as passwords, student records, or sensitive information must not be shared or accessed without proper authorization.
- E. All data, including search histories and email communications, transmitted on school system computers or by means of the school system network are subject to monitoring and may be archived.
- F. Users are encouraged to avoid storing personal and/or private information on the district and/or schools technological resources.
- G. ~~The system wide technology staff performs routine backups. However, all users are responsible for the backup and storage of any critical files and/or data. Cloud storage drives are available for all users in the district for file storage.~~
All users are responsible for the backup and storage of any critical files and/or data. Cloud storage drives are available for all users in the district for file storage.

III. COPYRIGHT:

- A. ~~Illegal copies of software may not be created or used on school system equipment.~~
Users must comply with all copyright laws and respect the intellectual property of others. Copying, distributing, or using materials without proper authorization is prohibited.
- B. ~~Any questions about copyright provisions should be directed to the District Technology Supervisor.~~
Plagiarism, or the act of presenting someone else's work as your own, is prohibited.
- C. ~~The legal and ethical practices of appropriate use of technological resources will be taught to all students in the system (i.e. during lab orientation, network orientation, etc...).~~ Employees shall make reasonable efforts to supervise student use of the Internet during instructional time, to ensure content appropriateness for the student's age and circumstance of use.
Users may not download, share, or use unauthorized software, files, or resources that violate copyright or licensing agreements.
- D. ~~Copyright is implied for all information (text, data, and graphics) published on the Internet. Users are prohibited from the reproduction or use of works, including but not limited to documents, pictures, digital recordings, music or graphics, without documented permission.~~
Duplication of any copyrighted software is prohibited unless specifically allowed for in the license agreement.

- E. ~~Duplication of any copyrighted software is prohibited unless specifically allowed for in the license agreement and then should occur only under the supervision and direction of the Technology department. This includes duplicating original music CD's.~~
Fair use of copyrighted material for educational purposes is allowed, but users must adhere to appropriate guidelines for citations and permissions when necessary.
- F. For licensed software, it is the responsibility of the purchaser to ensure the correct number of licenses are purchased.
- G. ~~Users should not purchase software for use on or access to District computers or other technological resources without prior consultation with the District Technology staff.~~

IV. ~~ELECTRONIC MAIL:~~ **EMAIL USE:**

- A. ~~Johnson City Schools may provide access to electronic mail for students. Access to instant messaging will not be provided for students. Use of email on school system resources or personal devices used during the school day shall be limited to the school provided email account. Students with network access may not utilize school system resources to establish electronic mail accounts through third-party providers or any other nonstandard electronic mail system.~~
District-provided email accounts are for educational purposes only and should not be used for personal or inappropriate communication.
- B. ~~Johnson City Schools will provide access to electronic mail for all employees.~~
Email accounts should not be used to send unsolicited or spam messages, including commercial solicitations.
- C. ~~Access to electronic mail is for employee/student use in educational and instructional settings, should reflect professional standards at all times and may not be used for personal or political gain or sending mass emails.~~
Email correspondence should be respectful and appropriate for the school environment. Harassment, bullying, or offensive language in email communications will not be tolerated
- D. ~~Personal use of electronic mail for employees is permitted as long as it does not violate Johnson City Schools' policy and/or adversely affect others or the speed of the network.~~
All email communications transmitted via district accounts shall be monitored.
- E. ~~All data, including e-mail communications, stored or transmitted on school system devices shall be monitored.~~
Users should be cautious when sending personal or sensitive information through email.
- F. ~~Johnson City Schools' electronic mail accounts may not be used for posting or forwarding other user's personal communication without the author's consent.~~
Electronic mail correspondence may be a public record under the public records law and may be subject to public inspection.

V. INTERNET:

- A. ~~The intent of the Johnson City Schools is to provide access to resources available via the Internet with the understanding that faculty, staff, and students will access and use information that is appropriate for their various curricula.~~

Internet access is provided to enhance learning and support educational activities. However, all users are expected to use the internet in a responsible, ethical, and legal manner.

- B. All school rules and guidelines for appropriate technology usage shall apply to usage of the Internet.
- C. Teachers will screen all Internet resources that will be used in the classroom prior to their introduction.
- D. Students will gain access to the Internet by agreeing to conduct themselves in a considerate and responsible manner and by providing written permission from parents/guardians via this signed agreement.
- E. ~~Students will be allowed to conduct independent research on the Internet upon the receipt of the appropriate permission forms.~~

Personal hotspots are not permitted for use inside Johnson City School buildings during the instructional day. Wireless Internet connectivity is provided for all wi-fi capable district-owned devices.

- F. ~~Permission is not transferable, and therefore, may not be shared.~~
- G. ~~Students that are allowed independent access to the Internet will have the capability of accessing material that has not been screened.~~
- H. ~~Hotspots are not permitted for use inside Johnson City School buildings during the instructional day. Wireless Internet connectivity is provided for all wi-fi capable district-owned devices.~~
- F. ~~District owned devices are capable of connecting to any standard wi-fi network for which the user has the appropriate network key or password. The Technology Department does not provide support in connecting to outside services.~~
District-owned devices can connect to any standard wi-fi network for which the user has the appropriate network key or password. The Technology Department does not provide support in connecting to outside services.

VI. INTERNET FILTERING:

- A. ~~Internet access for all users is filtered by a filtering system through one central point, by URL and IP address.~~
The district employs internet filtering tools to block access to inappropriate websites and content that is not suitable for educational purposes.
- B. ~~Internet searches are filtered by keyword.~~
Users must adhere to the district's guidelines on acceptable internet use. Accessing inappropriate content (such as adult content, violent materials, or hate speech) is prohibited.
- C. ~~URLs and IP addresses may be added to or deleted from the filtered list by the District Technology staff.~~
Users should avoid accessing websites that are not related to school activities during instructional time, unless authorized by a teacher or administrator.
- D. ~~Employees may request a review for override of filtered sites.~~
All students will participate in Internet safety training, which is integrated into the District's instructional program in grades K-12. Schools will use existing avenues of

communication to inform parents, grandparents, caregivers, community stakeholders and other interested parties about Internet safety.

- E. ~~Internet safety measures shall be implemented that effectively address the following:~~
 - 1. ~~Controlling access by students to inappropriate matter on the Internet;~~
 - 2. ~~Safety and security of students when using any form of direct electronic communications;~~
 - 3. ~~Preventing unauthorized access, including "hacking" and other unlawful activities by students on-line; and~~
 - 4. ~~Restricting students' access to materials that may be inappropriate or harmful to them.~~
- F. ~~All students will participate in Internet safety training, which is integrated into the District's instructional program in grades K-12. Schools will use existing avenues of communication to inform parents, grandparents, caregivers, community stakeholders and other interested parties about Internet safety.~~
- G. ~~The District's Internet Safety Policy and the Technology Responsible Use Agreement shall be reviewed, annually.~~

VII. WEB PUBLISHING:

- A. The Johnson City Schools' ~~web server~~ **web page** cannot be used for profit, commercial purposes, to express personal opinions, or ~~to editorialize.~~ **for editorializing.**
- B. ~~All web sites will be reviewed by the District Technology Supervisor or Principal before being added to the Johnson City School's webserver.~~
Students and staff must obtain permission from a teacher or administrator prior to publishing content on any district-related website or online platform.
- C. ~~The District Technology staff reserve the right to reject all or part of a proposed web page.~~
Published content must adhere to the district's standards for appropriate behavior and educational focus. Content deemed discriminatory, offensive, or inappropriate will be removed.
- D. ~~Each posted page must include: the school location, date of last update, and an electronic mail address.~~
Students and staff should not publish personal identifying information (e.g., addresses, phone numbers, or photos) without prior consent from a parent or guardian (for students) or the appropriate district personnel.
- E. ~~All posted work must be of publishable quality with regard to spelling, usage, and mechanics.~~
No written permission is required to list faculty/staff and their school contact information (phone extension, electronic mail address, etc.)
- F. ~~All web page authors are responsible for the maintenance of their own pages.~~
Consent is required for posting employee photographs.
- G. ~~All links should be checked regularly to make sure they are current and working.~~

Posting content that infringes upon copyright laws, or includes obscene, pornographic, harassing, or threatening materials is prohibited by law and will result in disciplinary action and/or legal prosecution.

- H. ~~Pages that are not updated in a timely fashion, contain inaccurate or inappropriate information, or contain links that do not work will be removed and the author will be notified.~~

All published content must be ADA compliant and meet high standards for accuracy, spelling, usage, and mechanics.

- I. ~~Teacher created web pages stored on a commercial or private server may be a link from a school created web page stored on the Johnson City Schools' web server.~~

Pages must to be reviewed and updated on a regular basis to ensure pertinent and timely content and must include the page editor name and date last updated.

- J. ~~Student pictures and other personally identifiable information should only be used with permission in writing from the parent/guardian of the student involved. No full names should be used only first name, last initial. No written permission is required for in-school broadcasts (i.e. morning news, announcements, class profiles, etc.)~~

All website administrators must complete required training prior to gaining or retaining access.

- K. ~~Student posting of personal information about them self or other students or staff of any kind is prohibited. Personal information includes: home and/or school address, work address, home, cellular and/or school phone numbers, full name, social security number, etc.~~

District website administrators reserve the right to reject all or part of a proposed web page and its location as well as revoking accounts when web publishing guidelines are not followed.

- L. ~~No written permission is required to list faculty/staff and their school contact information (phone extension, electronic mail address, etc.)~~

- M. ~~Consent will be required for posting of any employee photographs.~~

- N. ~~Infringement of copyright laws and the posting of obscene, pornographic, harassing or threatening materials on web sites are against the law and will subject the responsible party to discipline and/or prosecution.~~

VIII. PROHIBITED USES:

The following activities are examples of inappropriate activities on any Johnson City Schools network, electronic mail system, or the Internet. This list is not all-inclusive. Anything that would be considered inappropriate in "paper form" is also considered inappropriate in electronic form.

- A. ~~Using another user's password or attempting to find another user's password.~~
Pretending to be another individual online or using someone else's credentials.
- B. Sharing your own password.
- C. ~~Trespassing in another user's files, folders, home directory or work.~~
Cyberbullying, including harassing, insulting, threatening, or attacking others via technological resources.

- D. ~~Saving information on ANY network drive or directory other than your personal home directory or a student specified and approved location.~~
Damaging district-owned devices or the district network in any way.
- E. ~~Cyberbullying including harassing, insulting, threatening, or attacking others via technological resources.~~
Accessing inappropriate web sites (sites containing information that is violent, illegal, sexually explicit, racist, etc.)
- F. ~~Damaging electronic devices or computer networks (this includes changing workstation configurations such as screen savers, backgrounds, printers, BIOS information, preset passwords, etc.)~~
Sending, displaying, or downloading offensive messages or pictures.
- G. ~~Accessing inappropriate web sites (sites containing information that is violent, illegal, sexually explicit, racist, etc.)~~
Using obscene, racist, profane, lewd, discriminatory, threatening, or inflammatory language.
- H. ~~Sending, displaying, or downloading offensive messages or pictures.~~
Posting any false, damaging or libelous information about another person, the school system or other organizations, or impersonating another individual.
- I. ~~Using obscene, racist, profane, lewd, discriminatory, threatening, or inflammatory language.~~
Posting any personal information about another person without their written consent.
- J. ~~Participating in on-line chat rooms or the use of instant messaging without the permission/supervision of an adult staff member.~~
Broadcasting network messages and/or participating in sending/perpetuating chain letters.
- K. ~~Posting any false, damaging or libelous information about other people, the school system or other organizations, or impersonating another individual.~~
Violating copyright laws and/or plagiarism of materials.
- L. ~~Posting any personal information about another person without their written consent.~~
Use of technology resources to create illegal materials (i.e. fake identification, etc.)
- M. ~~Broadcasting network messages and/or participating in sending/perpetuating chain letters.~~
- N. ~~Violating copyright laws and/or plagiarism of materials.~~
- O. ~~Use of technology resources to create illegal materials (i.e. fake identification, etc.)~~
- P. Use of any Johnson City Schools' technology resources for personal gain, commercial or political purpose.
- Q. Use of Johnson City Schools' technological resources for purposes of hacking into other local area networks or outside networks or another person's account.
- R. File-sharing or downloading file-sharing programs.
- S. Use of tor browsing, p2p file sharing, VPNs, or attempting to bypass the District's Internet filter.
- T. Participating in any other activity that is detrimental to students, the school, the School District or school employees or officials.

IX. CONSEQUENCES FOR MISUSE:

- A. Any violation of the Responsible Use Agreement may result in disciplinary action, including but not limited to loss of access to technology resources, suspension, or expulsion, in accordance with district policies.
- B. Depending on the severity of the violation, students or staff may face disciplinary action according to the district's student handbook or employee guidelines.
- C. In cases of illegal activity, the district may refer the matter to law enforcement authorities.
- D. Users have the right to appeal a discipline decision to the site administrator or Superintendent of Schools. All Johnson City Schools students and their parent/guardians and all Johnson City Schools employees must sign this agreement as acknowledgment of receipt of these procedures and policies.

Liability:

Johnson City Schools does not guarantee the reliability of the data connection and does not verify the accuracy of information found on the Internet. Johnson City Schools recognizes that parents of minors are responsible for setting and conveying the standards their children should follow when using information sources. Accordingly, before a student may independently access the Internet, the student's parent must be made aware of the possibility the student could obtain inappropriate material while engaged in independent use of the Internet.

Student Device and Online Applications User Agreement

The educational program at your student’s school includes a device that will be issued to your student for their use at school and home (grades 6-12 only unless extenuating circumstances occur). We are very excited to be able to make these powerful tools available to our students. We also understand that both students and parents are concerned about keeping these tools secure and in good working order.

Like textbooks, team uniforms and other school property issued to your student, there is a responsibility to take appropriate care of these valuable resources. The device is no different, but it does represent an increased cost to the district and liability to students and parents. We know that loss and accidents will happen. District policies, regulations and practices require that a fee be levied to cover the repair or replacement cost of district property. With computing devices, like iPads and Chromebooks, the cost of loss or damage can be significant. The district does not assess an annual Technology Fee. However, lost Chromebooks or damaged Chromebooks/iPads (after the first claim) are the responsibility of the student and family.

Any device lost or stolen will be remotely disabled and all functionality removed until the device is returned. Students who withdraw or leave the Johnson City School District and do not return the student issued device will be subject to a fine and possibly reported to the local law enforcement as having possession of a stolen device. Records may also be withheld.

Johnson City Schools uses applications from the Google Chrome Store, the Microsoft Store, and the Apple App Store. These apps are vetted internally by instructional and technology staff for use in instruction. Students do not have access to these online stores to download their own applications. With this agreement, parents/guardians signify their acceptance of this practice by the district.

Because we cannot repair power adapters, students must always cover the cost of damage to or loss of the power supply/cord. Deliberate damage, as determined by the school, to any device is NOT covered and students will be responsible for up to full replacement costs. Other damage/loss is outline below.

	First Claim (screen/keyboard)	All Other Claims
Accidental Damage	None	Full cost of repair
Theft (with Police Report)	None	Full cost to replace
Lost	Full cost to replace	Full cost to replace

Agreement and Acknowledgment:

All users (staff, students and parents) must sign an acknowledgement of the Responsible Use Policy and Device and Online Applications Agreement, indicating they have read, understood, and agree to comply with the terms outlined. Parents or guardians of students under the age of 18 must also sign the agreement for their student.

Staff Member Signature

Student Signature

Parent/Guardian Signature

Melony Surrett
Technology Director

Johnson City Schools

100 E. Maple St.
Johnson City, TN 37605

Phone: (423) 434-5208
Fax: (423) 218-0550
Email: surrettm@jcschools.org

MEMO

DATE: March 26, 2025
TO: Dr. Greg Wallace
FROM: Melony Surrett, Technology Director 
SUBJECT: Recommendation for Copier Contract

For the ensuing five years, I am recommending moving to the State of TN contract for copiers for the schools and Central Office. I have reviewed a proposal from our current vendor to enter a three-year contract and keep some of the current machines and replace the others for the same monthly amount we are currently paying. Working with the current State of TN contract holder, I have determined we can replace all machines with comparable machines or better for less monthly fees.

After applying the monthly costs of new machines at each location and applying the per copy rate for maintenance to the average monthly volume of each, I am requesting approval to move forward with the State of Tennessee contract to replace our copier/fax machines for an annual amount not to exceed \$37,000 for machines and \$53,000 maintenance/per copy costs for a total of \$90,000.

AGENDA SUMMARY



SUBJECT: Confidential vendor - copier lease agreement
(Johnson City Schools)

MEETING: City Commission - Apr 03 2025

DEPARTMENT: Johnson City Schools

STAFF CONTACT: Melony Surrett, JC Schools Technology Director

SUMMARY:

Request approval to lease copiers for a 60 month period based on State of Tennessee Contract #400. There are 7 different models that will be placed according to needs in approximately 60 locations.

Each machine has a monthly lease price and a per copy charge (based on usage).

Total machine rental - not to exceed \$ 37,000 per year
Total copy charges - not to exceed \$ 53,000 per year
Total \$ 90,000 per year

Tennessee Department of General Services has deemed this contract "CONFIDENTIAL" as per Tenn. Code Ann. § 10-7-504(i).

FINANCIAL IMPACT:

\$ 90,000 year estimated = \$ 450,000 estimated 5 year total GP School funds approved during the budget

STAFF RECOMMENDATION:

Approval, as indicated

SUPPORTING DOCUMENTS:

State contract copier lease School requisition
Copier rental SWC 400-CONFIDENTIAL-EXTERNAL UI March 25
State contract copier lease documents



2025

SWC# 400 Multifunction Devices, Scanners, & Software Usage Instructions

ALL LOCAL MUNICIPALITIES AND HIGHER-ED ENTITIES ARE REQUIRED TO SIGN THE BELOW CONFIDENTIAL ACKNOWLEDGEMENT FORM.

Usage Instructions: THIS IS A CONFIDENTIAL SWC deemed by Strategic Technology Solutions (STS). All contract documents have been removed from public facing websites.

Under Tenn. Code Ann. §10-7-504(i) supplier identity or a description of the goods or services provided by the supplier shall be confidential.

Agencies with access to Edison do not need to fill out the Confidential Acknowledgement Form; proceed to Edison for contract documents.

Local Municipalities, Higher - Ed and Select Non- Profits please fill out the below Confidential Acknowledgement Form and return the signed copy to the contract administrator ryan.gaddis@tn.gov in order to obtain contract documents.

Please remember to keep contract documents confidential when sharing publicly about this SWC and be sure to mention this a confidential SWC when speaking with internal end users to ensure confidentiality of technology

State Contact Information Contract Administrator:

Ryan Gaddis - Category Specialist
Central Procurement Office
615-532-4043
ryan.gaddis@tn.gov

**Statewide Contract
Authorized Users**

**NOTICE OF STATE SECURITY
CONFIDENTIAL INFORMATION**

Authorized Users:

Thank you for your interest in utilizing Statewide Contracts. This letter serves as notice that some statewide contracts issued by the State of Tennessee Central Procurement Office have been identified by the Department of Finance and Administration, Strategic Technology Solutions as containing information that is confidential under an exception to the Public Records Act.

In order for the State to comply with this requirement and as a condition to receive information related to covered Statewide Contracts, Authorized Users who are interested in participating in Statewide Contracts containing confidential information must sign and return the attached acknowledgement of this State Security Confidential Information Notice and return it to the Central Procurement Office at ryan.gaddis@tn.gov.

*** EXECUTIVE BRANCH AGENCIES DO NOT NEED TO SIGN THE CONFIDENTIAL
ACKNOWLEDGEMENT FORM; PROCEED TO EDISON FOR CONTRACT DOCUMENTS.**



**STATE OF TENNESSEE, DEPARTMENT OF GENERAL SERVICES
CENTRAL PROCUREMENT OFFICE**

Statewide Multi-Year Contract Issued to:



Contract Number: NV0000000000000000062117

Title: SWC 400 MFD, Scanner, Services

Start Date: March 04, 2025

End Date: April 14, 2025

Is this contract available to local government agencies in addition to State agencies?: Yes

Authorized Users. This Contract establishes a source or sources of supply for all Tennessee State Agencies. "Tennessee State Agency" refers to the various departments, institutions, boards, commissions, and agencies of the executive branch of government of the State of Tennessee with exceptions as addressed in Tenn. Comp. R. & Regs. 0690-03-01-.01. The Contractor shall provide all goods or services and deliverables as required by this Contract to all Tennessee State Agencies. The Contractor shall make this Contract available to the following entities, who are authorized to and who may purchase off of this Statewide Contract ("Authorized Users"):

- a. all Tennessee State governmental entities (this includes the legislative branch; judicial branch; and, commissions and boards of the State outside of the executive branch of government);
- b. Tennessee local governmental agencies;
- c. members of the University of Tennessee or Tennessee Board of Regents systems;
- d. any private nonprofit institution of higher education chartered in Tennessee; and,
- e. any corporation which is exempted from taxation under 26 U.S.C. Section 501(c)(3), as amended, and which contracts with the Department of Mental Health and Substance Abuse to provide services to the public (Tenn. Code Ann. § 33-2-1001).

These Authorized Users may utilize this Contract by purchasing directly from the Contractor according to their own procurement policies and procedures. The State is not responsible or liable for the transactions between the Contractor and Authorized Users.

SWC# 400 Multifunction Devices and Services
Contract Information and Usage Instructions

**NOTE: Always check the following website to ensure you are looking at the most recent usage instructions: <https://www.tn.gov/generalservices/procurement/central-procurement-office--cpo-/state-agencies-/statewide-contract-instruction--swc-.html>*

Contract Period: Three-year contract term with two additional one-year options to renew for new orders. One extension to April 14, 2025. An additional five-year extension has been added to the contract for Agencies that have not completed their 60-month lease by the final contract expiry date (April 14, 2025) to complete their lease term. No new equipment may be purchased or leased under this contract after April 14, 2025. The end date of this contract is April 14, 2030.

Start Date: April 14, 2019

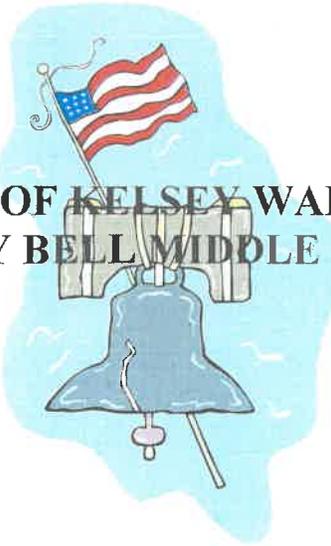
Current End Date: April 14, 2025

Upon expiration or cancellation of this contract, agencies will no longer be able to use this contract for the acquisition of new MFDs either through lease or purchase. HOWEVER, all leases and service agreements will continue until they have reached their expiration at 60 months.

Summary/Background Information:

- Acquisition of Multifunction Devices, or MFDs (formerly known to the State as “copiers”), supplies and services.
- Multifunction devices may be purchased or leased with a 60-month service agreement.
- Lease: A new MFD lease may be entered into at any time during the length of this contract, up to and including the end of year five (5). The MFD lease will be 60 months in duration and include all supplies, toner, and service.
- Purchase: A new MFD may be purchased at any time during the length of this contract, up to and including the end of year five (5). The purchased MFD must also include a 60-month service agreement to include all supplies, toner, and service which will be paid monthly.
- A full list of products and services offered under this contract can be found on the CPO “Statewide Contract Instruction” website under SWC 400 Multifunction Devices and Services.

NOTE: Agencies that require devices or finisher options within the scope of this statewide contract that are not currently offered under the statewide contract should contact the Contract Administrator for information.



**FROM THE DESK OF KELSEY WALKER, PRINCIPAL
LIBERTY BELL MIDDLE SCHOOL**

March 13th, 2025

To: Dr. Greg Wallace, Superintendent Johnson City Schools
Johnson City School's Board of Education

Liberty Bell Middle School requests permission to transfer \$2,000.00 from Performing music maintenance and repairs (L7110033600000003016) to Performing music equipment (L7110072200000003900).

Your consideration is greatly appreciated.

Respectfully Submitted,



Kelsey Walker, Principal
Liberty Bell Middle School

July 2026

S	M	T	W	T	F	S
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August 2026

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September 2026

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October 2026

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November 2026

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December 2026

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Jul.23-24	New Teacher Orientation Days
Jul.27	Curriculum Day
Jul.28	Technology Academy
Jul.29	Curriculum Day
Jul.30	Administrative Day
Jul.31	In-Service Day
Aug.3	First Day of School for Students
Aug.6	Administrative Day
Sept.7	Labor Day
Oct.2	First Quarter Ends
Oct.5-9	Fall Break
Nov.3	Teacher/Parent Conference Day (Appointments vary by school.)
Nov.25-27	Thanksgiving Break
Dec.18	Half-Day 2nd Quarter Ends
Dec.21-Jan.1	Winter Break
Jan.4	Administrative Day
Jan.5	In-service Day
Jan.18	MLK Jr. Day
Feb.12	Snow Day
Feb.15	Snow Day
Feb.26	In-Service Day
Mar.5	3rd Quarter Ends
Mar.15-19	Spring Break
Mar.26	Good Friday
Mar.29	Snow Day
May 27	Last Day of School for Students Half-Day 4th Quarter Ends
May 28	In-Service Day
May 29	Administrative Day

Color Code Legend

Student Days
TPC Day No Students
Holidays & Vacation Days No School
Half-Days for Students
Snow Days No School
In-Service & Administrative Days No Students

Half-Day Dismissal Times:

Elementary Schools - 11:30 a.m.
Middle & High Schools - 11:00 a.m.

One additional in-service day will be developed and planned, outside the school calendar, at the school level.

January 2027

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February 2027

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March 2027

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April 2027

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May 2027

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June 2027

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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\(b\)\(5\)](#)

Click here to choose a school board.

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: Student Educational Programs	Descriptor Code: 6.100	Issued Date: 06/04/24
		Rescinds: 6.100	Issued: 04/04/22

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 REVOCATION**²

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 HEARING**¹⁰

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: Withdrawals	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: <h2 style="text-align: center;">Child Custody/Parental Access</h2>	Descriptor Code: <h3 style="text-align: center;">6.209</h3>	Issued Date: <h3 style="text-align: center;">05/07/24</h3>
		Rescinds: <h3 style="text-align: center;">6.209</h3>	Issued: <h3 style="text-align: center;">04/03/23</h3>

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: Disruption of School and Student Activities	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: 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 March	Descriptor Term: <h2 style="margin: 0;">Suspension</h2>	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. ~~Two (2)~~ **One (1)** or more students initiating a physical attack on an individual student on school
9 property 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**
15 **advised of the nature of their misconduct, questioned about it, and allowed to give an**
16 **explanation.**

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

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

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

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

32 **IN-SCHOOL SUSPENSION⁷**

33 **In-school suspension shall be offered to students as an alternative program (if applicable) to**
34 **complete 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 **SUMMARY SUSPENSION:**

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

12 **SUSPENSIONS LONGER THAN FIVE DAYS⁸**

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

15 **SUSPENSIONS LONGER THAN TEN DAYS⁹**

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

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

23 **SCHOOL-SPONSORED EVENTS⁶**

24 If a student assaults an employee, they shall be suspended from school-sponsored events for one (1)
25 calendar year unless modified by the Superintendent of Schools. A school-sponsored event is an
26 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](#)
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](#)

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 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 **ASSIGNMENT**

18
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.~~

30

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

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



JOHNSON CITY SCHOOLS

Post Office Box 1517, Johnson City, TN 37605 www.jcschools.org (423) 434-5200 Fax: (423) 218-4968
Dr. Greg Wallace, Interim Superintendent of Schools

A RESOLUTION OF THE JOHNSON CITY SCHOOLS BOARD OF EDUCATION AFFIRMING INTENTION TO PARTICIPATE IN THE EDUCATION FREEDOM ACT OF 2025 RELATIVE TO BONUSES FOR TEACHERS

WHEREAS, Johnson City Schools is charged to provide a free and appropriate education for all students, delivering exemplary learning opportunities for over 100 years that ensures success for all children; and

WHEREAS, the Johnson City Schools Board of Education is charged with governing the Johnson City Schools so that all students are educated and supported by a world-class cohort of teachers, staff members, and administrators; and

WHEREAS, the Tennessee General Assembly passed the “Education Freedom Act of 2025” during the first Extraordinary Session of the 114th General Assembly and this Act includes a provision providing one-time bonuses of no less than \$2,000 to public school teachers in the state; and

WHEREAS, section four (4) of the “Education Freedom Act of 2025” requires that a local board of education for an LEA seeking to participate in section four (4) of the proposed act must affirm its intention to participate via a resolution in order to receive state funds to issue these bonuses; and

WHEREAS, though the Johnson City Schools Board of Education continues to express unanimous opposition to the “Education Freedom Act of 2025” and through a previous resolution strongly urged the Tennessee General Assembly to reject such legislation and/or any other similar voucher or Education Savings Account legislation;

NOW, THEREFORE, BE IT RESOLVED, that the Johnson City Schools Board of Education affirms its intention to participate in Section four (4) of the “Education Freedom Act of 2025,” relative to bonuses for teachers.



BOARD OF EDUCATION

Jonathan Kinnick, Chair Paula Treece, Vice Chair Rick Smith, Secretary
Dr. Ginger Carter Thomas Hager, Jr Kathy Hall Celia Martin

The mission of the Johnson City Schools is to enable all students to achieve excellence.





JOHNSON CITY SCHOOLS

Post Office Box 1517, Johnson City, TN 37605 www.jcschools.org (423) 434-5200 Fax: (423) 218-4968
Dr. Greg Wallace, Interim Superintendent of Schools

Dr. Ginger Carter



Mr. Thomas Hager



Mrs. Kathy Hall



Mr. Jonathan Kinnick



Mrs. Ceila Martin



Mr. Rick Smith



Mrs. Paula Treece



BOARD OF EDUCATION

Jonathan Kinnick, Chair Paula Treece, Vice Chair Rick Smith, Secretary
Dr. Ginger Carter Thomas Hager, Jr Kathy Hall Celia Martin

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CERTIFIED LEAVE

Southland, Anita

Classroom Teacher
South Side Elementary
03/06/2025- 05/29/2025

Taylor, Tonya

SPED Teacher
Liberty Bell Middle
Intermittent Leave through ESY 24-2025

Hoffman, Jesse

Kindergarten Teacher
North Side Elementary
03/28/2025- 05/22/2025

Tibbs, Brittany

Kindergarten Teacher
South Side Elementary
Through ESY 2024-2025

Oncale, Ricky

SPED Teacher
Woodland Elementary
03/27/2025- 04/25/2025

CERTIFIED HIRES

Hoover, Joshua

Interim Kindergarten Teacher
Fairmont Elementary
Replace: Courtney Davis
Through ESY 2024-2025

CLASSIFIED LEAVE

Faust, Christina

Instructional Design Coach
CTE
03/03/2025- 03/03/2026

Stetz, Kristin

School Nurse
Cherokee Elementary
02/12/2025- ESY 2024-2025

Greer, Jennifer

School Counselor
Mountain View Elementary
03/10/225- 03/28/2025

Slayton, Denise	Administrative Assistant Central Office 01/23/2025- 04/23/2025
Kochish, Judith	Custodian Woodland Elementary 02/03/2025- 02/14/2025
Goodman, Alice	Bookkeeper Indian Trail Middle 02/20/2025- ESY 2024-2025
Broyles, David	Custodian Indian Trail Middle 12/24/2024- ESY 2024-2025
Lewis, Kelly	Permanent Substitute Woodland Elementary 04/18/2025- ESY 2024-2025

CLASSIFIED RESIGNATIONS

McAmis, Alex	Attendance Interventionist Full Time Liberty Bell Middle 3/26/2025
Cornilius, Aaron	Evening Custodian Full Time Indian Trail Middle 02/14/2025
Woodward, Kayla	EduCare Assistant Part Time Fairmont Elementary 03/03/2025
Torraca, Caden	EduCare Assistant Part Time Towne Acres 01/03/2025
Crumbly, Kaylee	EduCare Assistant

Part Time
Towne Acres
02/27/2025

CLASSIFIED HIRES

Greenwell, Kaitlyn

Assistant Track Coach
Seasonal
Liberty Bell Middle
Replace: Becky Earp

Hart, Alanah

Pre-K SPED Assistant
Part Time
South Side Elementary
Replace: Vickie Carr

Williams, Matthew

Head Track Coach
Seasonal
Indian Trail Middle
Replace: Andrea Blackburn

Bemis, Madison

Assistant Track Coach
Seasonal
Indian Trail Middle
Replace: Noah Charles

Forlow, Rachel

SPED Assistant
Full Time
Indian Trail Middle
Replace: Benjamin Tuck

Reed, Stephanie

Custodian
Full Time
Science Hill
Replace: Destiney Clouse

Abousekina, Shaymaa

SPED Assistant
Part Time
Woodland Elementary
New Position

Mrozek, Tennessee

Pre-K SPED Assistant

Full Time
Woodland Elementary
New Position



Donation Submittal to BOE Form

School/Program: Cherokee Elementary School

From: ^{Bowling}
Danielle Bookkeeper

Date: 3/6/25

Amount: \$255.77

Donor: Cherokee School PTA

Donation Stipulation/Restriction:

* Math Night *



Donation Submittal to BOE Form

School/Program: Cherokee Elementary School

From: Danielle Bowling - Bookkeeper Date: 3/3/15

Amount: \$558.50 Donor: Cherokee School PTA

Donation Stipulation/Restriction: Art Classroom



Donation Submittal to BOE Form

School/Program: Cherokee Elementary School

From: Danielle Bowling - Bookkeeper

Date: 3/3/15

Amount: \$800.00

Donor: Cherokee School PTA

Donation Stipulation/Restriction:

Specials classes gets 200.00 each
total of 4.



Donation Submittal to BOE Form

School/Program: _____

From: _____

Date: _____

Amount: _____

Donor: _____

Donation Stipulation/Restriction:



Donation Submittal to BOE Form

School/Program: Liberty Bell Middle School

From: Kelsey Walker/Heather Lonon

Date: 3/4/25

A handwritten signature in black ink, appearing to be "KBW", enclosed within a hand-drawn circle.

Amount: \$ 377.00

Donor: Multiple families

Donation Stipulation/Restriction:

Donations were made to offset the cost of the band trip



Donation Submittal to BOE Form

School/Program: SHHS Baseball 95000 acct.

From: Ryan Edwards

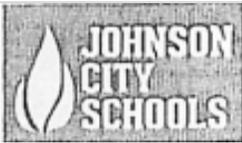
Date: 3-6-25

Amount: 500.00

Donor: Daniel Norris

Donation Stipulation/Restriction:

Unrestricted Donation to be used for
General Baseball operations



Donation Submittal to BOE form

School/Program:	SHHS	Deposit code:	L90008
From:	Sandy McInturff	Date:	3/14/25
Amount :	\$17.04	Donor:	SHHS Class of 2004
		address:	
Donation Stipulation/Restriction:			
need for students			\$17.04
			\$0.00
			\$0.00
			\$0.00



Donation Submittal to BOE form

School/Program: SHHS

Deposit code: L95007

From: Sandy McInturff

Date: 2/18/25

Amount : \$3,561.60

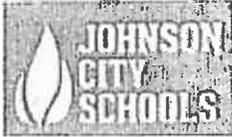
Donor: BOYS SOCCER

address: BOOSTERS

Donation Stipulation/Restriction:

BNS HOODIES	\$0.00
	\$0.00
	\$0.00
	\$0.00

E-MAILED
MAR 11 2025



Donation Submittal to BOE form

School/Program: SHHS

Deposit code: L90003

From: Sandy McInturff

Date: 3/7/25

Amount : \$1,000.00

Donor: Richard Manahan

address:

Donation Stipulation/Restriction:

Scholarship- Awards Day	\$1,000.00
	\$0.00
	\$0.00
	\$0.00

E-MAILED
MAR 11 2025



CASH DONATION FORM

DATE: 2-21-25 First Pitch Dinner

DONATED BY: Anonymous

DONOR ADDRESS: Anonymous

AMOUNT RECEIVED: 870.00

ACCOUNT DONATED TO: Baseball 95000

DONATION PURPOSE: ~~General~~
To be used for Baseball General operations
Non-Restricted

SIGNATURE OF DONOR: Anonymous

SIGNATURE OF RECEIVER: 



Donation Submittal to BOE Form

School/Program: SH Baseball

From: Ryan Edwards

Date: 2-21-25 (Dinner Donations)

Turned in 2-24-25

Amount: 300.⁰⁰

Donor: See checks - Various

Donation Stipulation/Restriction:

Non-Restricted for Baseball General operations

PDP Awarded Professional Learning Events April 1-April 30, 2025 as of March 17, 2

Event Title	Event Status	Event Categories	Event Start Date
Technology Teacher Leaders (Cohort 9)	Active	All Classes EdTech	4/12/2025
Special Education Content Meeting	Active	All Classes SpEd	4/15/2025
Elementary PE Teacher Apr. Collaboration	Active	All Classes Related Arts	4/16/2025
Mastering Google Tools for Classroom Success	Active	All Classes EdTech	4/30/2025

'025

Instructor	Location	Confirmed	Cancelled
Dr. David Timbs; Tina Faust	Science Hill High School	0	0
Dr. Allecia Frizzell; Tina Lunsford	Liberty Bell Middle School	0	0
Cody Patterson	Lake Ridge Elementary School	0	0
Kellie Bowman; Patricia Taylor	Towne Acres Elementary School	12	0
		12	0

Attended	Evaluations Completed
0	0
0	0
0	0
0	0
0	0

2025 Board Committee Reports

1. **Athletic Committee** – Rick Smith, Jonathan Kinnick and Paula Treece
2. **Communications Committee** – Celia Martin and Paula Treece
3. **Collaborative Learning Council (CLC):**
(Usually, the 4th Tuesday of every month from 3:30-5:30 pm)
 - January 28, 2025 – Paula Treece – (Location: Mountain View)
 - February 25, 2025 – Jonathan Kinnick – (Location: Woodland)
 - March 25, 2025 – Rick Smith – (Location: Science Hill CTE)
 - April 22, 2025 – Kathy Hall
 - May 20, 2025 – Paula Treece
 - August 2025 TBD – Dr. Ginger Carter – (Location: Board Room)
 - September 2025 TBD – Tom Hager – (Location: North Side)
 - October 2025 TBD – Celia Martin – (Location: Liberty Bell)
 - November 2025 TBD – Kathy Hall – (Location: Science Hill)
4. **Facilities/Capital Improvements/Site Selection Committee** – Dr. Ginger Carter, Kathy Hall and Jonathan Kinnick
5. **Finance Committee** – Rick Smith, Tom Hager, Kathy Hall, and Jonathan Kinnick
6. **Foundation Board** – Celia Martin and Kathy Hall
7. **Policy Committee** – Kathy Hall, plus one other Board Member:

<u>Section</u>	<u>Committee Meets</u>	<u>Board Review 5:00 p.m.</u>	<u>Board Member</u>
One – School Board Operations	August	November	Jonathan Kinnick
Three – Support Services	September	November	Dr. Ginger Carter
Four – Instructional Services	October	November	Tom Hager
Six – Students	January	February	Celia Martin & Rick Smith Student Reps
Two – Fiscal Management	November	March	Paula Treece
Five – Personnel	December	March	Celia Martin & Rick Smith

8. **School Zone Assignment Advisory Committee** – Celia Martin, Tom Hager and Paula Treece
9. **Sick Leave Bank Trustee** – Tom Hager
10. **Superintendent’s Compensation Committee** – Paula Treece (Chair) and Jonathan Kinnick
11. **Legislative Liaison** – Paula Treece
12. **Safety Security Committee** - Dr. Ginger Carter, Kathy Hall and Jonathan Kinnick
13. **Student Activities Committee** – Rick Smith, Kathy Hall, and Paula Treece
14. **JC Council of PTAs Committee** - Paula Treece
15. **Hall of Fame Committee** – Paula Treece



Sun	Mon	Tue	Wed	Thu	Fri	Sat
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1	2	3	4	5	6	7
Jehovah's Witnesses Convention English	Jehovah's Witnesses Convention English	Jehovah's Witnesses Convention English	Jehovah's Witnesses Convention English			
8	9	10	11	12	13	14
		ARENA SETUP	ARENA SETUP	EVENT MOVE-IN	Jehovah's Witnesses Convention English	Jehovah's Witnesses Convention English
15	16	17	18	19	20	21
Jehovah's Witnesses Convention English	EVENT MOVE-IN	Jehovah's Witnesses Convention English	Jehovah's Witnesses Convention English			
Father's Day						
22	23	24	25	26	27	28
Jehovah's Witnesses Convention English	Jehovah's Witnesses Convention English	Jehovah's Witnesses Convention English	WHISKEY MYERS CONCERT Postponed from 10/20/24	ARENA SETUP & EVENT MOVE-IN	Jehovah's Witnesses Convention Spanish	Jehovah's Witnesses Convention Spanish
29	30					
Jehovah's Witnesses Convention Spanish	ARENA TEARDOWN					



***JOHNSON CITY
BOARD OF EDUCATION
UPCOMING MEETINGS***

- **April 7, 2025, Regular Board Meeting, 6 p.m., Board Room**
- **May 5, 2025, Regular Board Meeting, 6 p.m., Board Room**
- **June 2, 2025, Regular Board Meeting, 6 p.m., Board Room**
- **July 7, 2025 (TBD) Regular Board Meeting, 6 p.m., Board Room
(Subject to change)**