

Johnson City Board of Education Special Meeting
February 9, 2026 5:00 PM
Central Office

1. CALL TO ORDER AND PURPOSE OF MEETING

1.A. To review policies from Section 2 - Fiscal Management, Section 4 - Instructional Program and Section 6 - Students

- 1.A.1. 2.401 - Gifts and Bequests to the School System
- 1.A.2. 2.601 - Fraud or Related Dishonest Activity
- 1.A.3. 2.700 - Accounting System
- 1.A.4. 2.701 - Financial Reports and Records
- 1.A.5. 2.702 - Inventories
- 1.A.6. 2.804 - Expenses and Reimbursements
- 1.A.7. 2.805 - Purchasing
- 1.A.8. 2.807 - Requisitions
- 1.A.9. 2.808 - Purchase Orders and Contracts
- 1.A.10. 2.810 - Payment Procedures
- 1.A.11. 4.100 - Instructional Goals and Philosophy
- 1.A.12. 4.101 - Instructional Standards
- 1.A.13. 4.200 - Curriculum Development
- 1.A.14. 4.202 - Special Education
- 1.A.15. 4.203 - Accelerated College Admission
- 1.A.16. 4.204 - Summer School

- 1.A.17. 4.205 - Enrollment in College Level Courses
- 1.A.18. 4.206 - Alternate Instruction Programs
- 1.A.19. 4.207 - English Learners
- 1.A.20. 4.210 - Educational Research
- 1.A.21. 4.211 - Credit Recovery
- 1.A.22. 4.213 - Family Life Education
- 1.A.23. 4.300 - Extracurricular Activities
- 1.A.24. 4.301 - Interscholastic Athletics
- 1.A.25. 4.302 - Field Trips
- 1.A.26. 4.400 - Instructional Resources and Materials
- 1.A.27. 4.401 - Textbooks Selection, Distribution and Care
- 1.A.28. 4.402 - Selection of Instructional Materials (Other than Textbooks)
- 1.A.29. 4.403 - Reconsideration of Instructional Materials and Textbooks
- 1.A.30. 4.404 - Use of Copyrighted Materials
- 1.A.31. 4.406 - Use of the Internet
- 1.A.32. 4.407 - Web Pages
- 1.A.33. 4.501 - School Volunteers
- 1.A.34. 4.502 - Parent/Family Engagement
- 1.A.35. 4.600 - Grading System
- 1.A.36. 4.601 - Reporting Student Progress
- 1.A.37. 4.603 - Promotion and Retention
- 1.A.38. 4.604 - Accelerated and Advanced Credit

- 1.A.39. 4.605 - Graduation Requirements
- 1.A.40. 4.606 - Graduation Activities
- 1.A.41. 4.607 - Waivers of Statute, Rules and Regulations
- 1.A.42. 4.700 - Testing Programs
- 1.A.43. 4.701 - Maintaining Test Security
- 1.A.44. 4.702 - Evaluations of Instructional Program
- 1.A.45. 4.801 - Controversial Materials
- 1.A.46. 4.802 - Student Equal Access (Limited Public Forum)
- 1.A.47. 4.803 - Recognition of Religious Beliefs, Customs, & Holidays
- 1.A.48. 4.804 - Religious Content of Courses
- 1.A.49. 6.200 - Attendance
- 1.A.50. 6.203 - School Admissions
- 1.A.51. 6.204 — Attendance of Tuition Students
- 1.A.52. 6.206 - Transfers Within the System
- 1.A.53. 6.208 - Release During School Hours
- 1.A.54. 6.209 - Child Custody/Parental Access
- 1.A.55. 6.300 - Student Code of Conduct
- 1.A.56. 6.303 - Questioning Students and Searches
- 1.A.57. 6.306 - Disruption of School and Student Activities
- 1.A.58. 6.310 - Dress Code
- 1.A.59. 6.311 - Care of School Property
- 1.A.60. 6.313 - Methods of Discipline

- 1.A.61. 6.316 - Suspension
- 1.A.62. 6.400 - Student Counseling Program
- 1.A.63. 6.405 - Medicines
- 1.A.64. 6.406 - Student Psychological Services
- 1.A.65. 6.408 - Supervision of Students
- 1.A.66. 6.409 - Reporting Child Abuse
- 1.A.67. 6.503 - Homeless Students
- 1.A.68. 6.602 - Student Records Inspection & Correction Procedure
- 1.A.69. 6.702 - Student Organizations
- 1.A.70. 4.2011 - Class Size Ratios
- 1.A.71. 4.2121 - Virtual Education Program
- 1.A.72. 4.4031 - Library Materials
- 1.A.73. 6.3041 - Title IX & Sexual Harassment
- 1.A.74. 6.3051 - Student Involvement in Decision-Making
- 1.A.75. 6.4001 - Student Surveys, Analyses, and Evaluations
- 1.A.76. 6.4031 - Pediculosis (Head Lice)

2. ADJOURNMENT

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: 04/07/25
		Rescinds: 2.401	Issued: 04/03/23

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
7 actively and responsibly, and that gifts in a form other than cash shall be converted to cash in a
8 reasonable time and manner, unless it is to be held in kind for a designated period or for a designated
9 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 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 January	Descriptor Term: Fraud or Related Dishonest Activity	Descriptor Code: 2.601	Issued Date: 04/04/22
		Rescinds: 2.601	Issued: 02/04/08

1 Johnson City Schools will identify and promptly investigate any credible suspicion of fraudulent or
2 related dishonest activities against the School System.

3 In the event such suspicion is supported by the facts, Johnson City Schools will take appropriate
4 disciplinary and other action against any employee or other entity believed to have committed fraudulent
5 or related dishonest activities against the School System. Such action may include suspension of
6 employment with or without pay, termination of employment, the pursuit of available legal remedies
7 including restitution, and/or seeking criminal prosecution. **Any suspicion of fraud or dishonest activity**
8 **that is supported by fact will be reported to the Comptroller's office.**

Johnson City Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Accounting System	Descriptor Code: 2.700	Issued Date: 04/07/25
		Rescinds: 2.700	Issued: 05/07/24

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~~ **Final Expenditure** Report shall be
10 filed and certified in 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 City
19 Commission. The undesignated fund balance cannot be expended without prior approval of the Board.

20 FEDERAL FUNDS

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

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

28 INTERNAL ACTIVITY FUNDS

29 The Board authorizes each respective school under its jurisdiction to receive activity and other internal
30 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: <h2 style="text-align: center;">Financial Reports and Records</h2>	Descriptor Code: 2.701	Issued Date: 05/07/24
		Rescinds: 2.701	Issued: 04/06/15

- 1 The Executive Committee shall submit to the Board of Education at each regular Board meeting a
- 2 report of all business transacted since the last regular meeting.¹
- 3
- 4 A report indicating all receipts and expenditures of the General Purpose School Fund will be given no
- 5 less often than quarterly to the City Commission.² Each report will show the amount of the annual
- 6 appropriation, the amount expended by account to date, the amount encumbered and the free balance
- 7 in each account.
- 8
- 9 The Superintendent of Schools shall submit monthly financial reports to the Board and to state and
- 10 federal agencies as required. The reports shall include current expenditures, encumbrances and
- 11 financial status as related to the approved budget for the year.
- 12
- 13 Each principal shall complete and post at the end of each calendar month the receipts, expenditures and
- 14 cash balance of all accounts under ~~his~~ **their** jurisdiction³ and make them available to the
- 15 Superintendent of Schools. These reports shall be made available to the Board at its request.

Legal References

1. [TCA 49-2-206\(b\)\(5\)](#)
2. [TCA 49-2-301\(b\)\(1\)\(Q\)](#)
3. [Internal School Funds Manual, Section 3-5](#)

Cross References

School District Records 1.407

Johnson City Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Inventories	Descriptor Code: 2.702	Issued Date: 05/07/24
		Rescinds: 2.702	Issued: 04/03/23

1 The Superintendent of Schools shall establish an accurate inventory procedure for all school real and
2 personal (e.g., material and equipment) property, and this system shall be implemented at each school
3 facility. Equipment is defined as all tangible personal property (machinery, tools, furniture, vehicles
4 and other apparatus) with a unit cost of \$500.00 or more and a minimum useful life expectancy of one
5 year. Administrative personnel shall ensure that a physical count of all such property is taken at the end
6 of each school year, and this inventory shall be properly entered on the appropriate records for
7 accounting purposes.¹

8 Each school shall maintain a complete inventory of text books and library materials and enter into the
9 school system's inventory management system.

10 The annual inventories will be conducted at the end of each school year in accordance with the
11 following criteria:

12

13 1. EQUIPMENT AND TEXTBOOKS

14 One hundred percent (100%) inventory will be conducted on the following categories:

- 15 a) All capital assets and sensitive minor equipment as established in the Internal School Funds
16 Manual.
17 b) ALL textbooks.
18 c) Other items of lesser value at the principal's discretions.

19 2. MEDIA CENTERS

20

21 Media center materials and supplies will have a physical inventory of at least a twenty percent (20%)
22 inventory annually with a one hundred percent (100%) inventory every FIVE years.

23

24 3. FURNITURE

25

26 An inventory of furniture (desks, tables, chairs, etc.) and other fixtures shall be maintained
27 for insurance purposes. This inventory shall be updated annually by principals/administrators/
28 designees.

29

1 **EQUIPMENT PROCURED WITH FEDERAL DOLLARS**

- 2 The Superintendent **of Schools** shall establish procedures for administrators to follow which meet all
3 federal accountability guidelines, including guidelines for the purchasing, inventorying, security and
4 disposition of all equipment purchased with federal funds.²

Legal References

1. [Internal School Funds Manual, Section 4-21 - Section 4-23](#)
2. [2 CFR § 200.313](#)

Johnson City Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Travel Expenses and Reimbursements	Descriptor Code: 2.804	Issued Date: 05/07/24
		Rescinds: 2.804	Issued: 01/06/14

1 The Superintendent of Schools shall develop appropriate procedures for reimbursement.

2 **SCHOOL PERSONNEL**

3 School personnel who incur expenses in carrying out their authorized duties will be reimbursed upon
4 submission of an approved request for reimbursement and supporting receipts.

5 Expenses for travel will be reimbursed when the travel has the authorization of the Superintendent of
6 Schools and/or the appropriate supervisor. The federal programs supervisor must approve expenses
7 paid under federal programs.

8 Reimbursement for travel paid by grant programs will be reimbursed at the rates required by such grant.
9 The grant supervisor must approve expenses paid under grant programs.

10 **BOARD OF EDUCATION MEMBERS**

11 The members of the Board shall be paid for transportation, lodging, meals and other pertinent expenses
12 when traveling on business for the Board. Salary and other benefits shall be determined by the local
13 funding body.¹ Attendance at conventions or other educational meetings or travel for other school
14 purposes shall be authorized by the Board.² No expenses are paid to attend in-district Board meetings.

15 Expenses shall be submitted to the Superintendent of Schools' office within thirty (30) days of the date
16 of completion of such travel.

17

Legal References

1. [TCA 49-2-202\(d\)](#)
2. [TCA 49-2-2001\(c\)](#)

Johnson City Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Purchasing	Descriptor Code: 2.805	Issued Date: 06/04/24
		Rescinds: 2.805	Issued: 04/03/23

1 *General*

2 The school system will purchase competitively and seek maximum educational value for every dollar
3 expended. Department heads will serve as purchasing agent for the system-wide purchasing. The
4 Director of Finance shall coordinate purchasing.¹ Principals shall serve as purchasing agents for
5 individual schools.

6 Purchases made by anyone not authorized by the appropriate officials shall become the personal
7 responsibility of the persons making the purchase agreement. The Board of Education will not, under
8 any circumstances, be responsible for payment for any material or supplies purchased by unauthorized
9 individuals or in an unprescribed manner.

10 No school shall be obligated to pay for any expenditures made by a student or an employee unless they
11 first receives a written purchase order from the proper office or unless prior written permission or
12 arrangements are made with the principal.

13 The Board will purchase locally whenever other conditions are comparable.

14 *Individual Schools*

15 The Superintendent of Schools must approve the following purchases:

- 16
- 17 1. a single piece of equipment costing more than five thousand dollars (\$ 5,000.00);
 - 18 2. one that is to be attached to or one that requires alteration of the building; or
 - 19 3. one that will become a permanent fixture.
- 20

21 *Central Office*²

22

23 **ROUTINE PURCHASES**

24

25 Routine purchases shall include expenditures for supplies, salaries, and expenditures required for the
26 operation of the school system. These expenditures shall be anticipated and provided for in the budget
27 and will normally be authorized by the Board at the beginning of the fiscal year. The Superintendent
28 of Schools/ designee may make all routine purchases without further Board authorization; however, the
29 Board shall be promptly informed if any substantial variation from budgeted estimates becomes
30 necessary.

31

32 **SPECIAL PURCHASES**

33

1 Special purchases are those which are not routine and which may or may not be specifically identified
2 by line item in the budget. Examples of special purchases are all capital expenditures such as vehicles,
3 buildings, major contracts, purchases of major equipment, items for long-term use and supplies of an
4 unusual quantity or nature. All purchases in this category shall require specific prior Board approval
5 on an item-by-item basis. In its approval, the Board may place constraints on the Superintendent of
6 Schools requiring Board evaluation and/or approval at various steps in the procurement process. This
7 will be determined by the Board on an individual basis depending on the nature of the procurement
8 action.

9 **EMERGENCY PURCHASES**

10 Emergency purchases are those which are necessary to avert hazards which threaten health or safety, to
11 protect property from damage or to avoid major disruption of educational activities. If within
12 budgetary limits and deemed essential, emergency purchases may be made by the Superintendent of
13 Schools. However, if the purchase is of such significant magnitude as to impact the integrity of the
14 budget, the Chair shall call a special or emergency meeting of the Board to deal with the matter. In
15 any event, the Board shall be advised promptly of all emergency purchases.
16

17 **PURCHASING OF SURPLUS PROPERTY**

18 The Superintendent of Schools and other employees designated by the Board shall be authorized to act
19 for the Board in acquiring federal surplus property through the Tennessee General Services
20 Department for surplus property and in entering into agreements, certifications and covenants of
21 compliance concerning the use of federal surplus property.

22 Further, the Superintendent of Schools is authorized to purchase any needed items through suppliers
23 approved on the state bid list.

24 **COOPERATIVE PURCHASING³**

25 The Board, at its option, may join in cooperative purchasing with other school systems to take
26 advantage of lower prices for bulk purchasing and to reduce the cost involved in bidding whenever
27 such buying appears to be to the benefit of the system.

28 **PROCUREMENT PROCEDURES**

29 All purchases must be made in accordance with the System's Purchasing Guide as required by state
30 and federal laws.²

31 **PROCUREMENT CARDS**

32 Small dollar purchases may be made through the use of procurement cards issued by the Sschool
33 Ssystem under procedures developed by the City of Johnson City.
34

Legal References

1. [TCA 49-2-206\(b\)\(3\); TCA 6-36-115](#)
2. [Internal School Funds Manual, Section 4-8](#)

Cross References

Executive Committee 1.301
Credit Cards/Credit Lines 2.8051
Purchase Orders and Contracts 2.808
Conflict of Interest 5.601

Johnson City Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Requisitions	Descriptor Code: 2.807	Issued Date: 04/07/25
		Rescinds: 2.807	Issued: 04/05/16

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

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

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

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

13
14 After processing, the original copy of the requisition will be filed in the appropriate purchasing office.
15
16

Cross Reference
Purchase Orders 2.808

Johnson City Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Purchase Orders and Contracts	Descriptor Code: 2.808	Issued Date: 06/04/24
		Rescinds: 2.808	Issued: 04/03/23

General

All purchases made by the school system shall be by purchase order, report of goods or formal contract, and no purchase shall be made nor payment approved unless covered by an approved purchase order. School system credit and procurement cards for specific individuals may be authorized by the Board of Education for limited use.

Purchase orders will include the following essentials:

1. A specification which adequately describes to the supplier the characteristics and the quality standards of the item required;
2. A firm, quoted, net delivered price, whenever possible; and
3. Signature of purchasing agent (Superintendent of Schools, principal, department head or federal programs supervisor).

Contracts shall be made only with responsible suppliers with the following considerations:

1. The supplier has the potential ability to perform successfully under the terms and conditions of a proposed procurement;
2. A system for contract administration shall be maintained to assure supplier conformance with terms, conditions, and specifications of the contract or purchase order, and to assure adequate and timely follow-up of all purchases;
3. Contracts shall contain such provisions or conditions which will allow for administrative, contractual, or legal remedies in instances where suppliers violate or breach contract terms, and provide for such sanctions and penalties as may be appropriate.
4. All contracts, including those of individual schools, will meet all requirements of state and federal laws, rules, and regulations.^{1,2}

- 1 5. With the approval of, or ratification by, the Board of Education, contracts may be entered into
2 by the Superintendent of Schools and/or the appropriate director or supervisor of programs,
3 including federal programs.²
4

Legal References

1. [TCA 49-2-203\(a\)\(3\); Internal School Funds Manual, Section 5-10; TCA 49-2-206\(b\)\(3\)](#)

Cross References

Purchasing 2.805
Bids and Quotations 2.806
Requisitions 2.807

Johnson City Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Payment Procedures	Descriptor Code: 2.810	Issued Date: 04/07/25
		Rescinds: 2.810	Issued: 02/02/09

1 The purchasing agent (Superintendent of Schools, ~~department head~~ **supervisor**, federal projects
2 supervisor or principal) shall approve all claims for payment prior to their submission to the Board of
3 Education.¹

4

5 Schools may obligate themselves for the purchase of equipment, supplies, or services, provided
6 payments are completed by June 30 of the current school year or a plan for future payments has been
7 made by the principal and approved by the Board

Legal References

1. [TCA 49-2-206\(b\)\(3\)](#)

Johnson City Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Instructional Goals and Philosophy	Descriptor Code: 4.100	Issued Date: 09/04/25
		Rescinds: 4.100	Issued: 01/06/25

1 The Board of Education shall not discriminate on the basis of race, color, sex, religion, national origin,
2 or disability in its instructional program or activities.¹ Discrimination shall include antisemitism,
3 defined as a certain perception of Jews, which may be expressed as hatred toward Jews including, but
4 not limited to, rhetorical and physical manifestations of antisemitism directed toward Jewish or non-
5 Jewish individuals and/or their property, toward Jewish community institutions and religious
6 facilities.²

7 GOALS

8 The Board approves the following broad-based instructional goals **as part of their Five-Year**
9 **Strategic Plan:**

- 11 • Advance student achievement, participation, and support in all curricular and extra-curricular
12 programs
- 13 • Strengthen stakeholder communication and community connections
- 14 • Recruit, support, and retain a high-quality workforce.
- 15 • Create and enhance safe, effective learning environments.
- 16 • Promote physical, social, and mental wellness.

17 The current Five-Year Strategic Plan can be viewed on the school system website.

18 VISION STATEMENT

19
20 The Board of Education's vision for Johnson City Schools is to be a progressive school system that is
21 globally competitive in all areas. All students have equal opportunity to learn and be successful while
22 meeting high expectations and are provided the resources to be healthy, productive citizens and
23 lifelong learners.

25 MISSION STATEMENT

26
27 The mission of Johnson City Schools is to enable all students to achieve excellence in learning, social
28 responsibility and self worth.

29 BELIEFS

30 To be successful, Johnson City Schools must:

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

Legal References

1. [42 USCA § 2000d *et seq.*](#)
2. [Public Acts of 2025, Chapter No. 293](#)

Cross References

School Board Goals and Objectives 1.700
Student Goals 6.100
Student Concerns 6.305

Johnson City Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Instructional Standards	Descriptor Code: 4.101	Issued Date: 01/06/25
		Rescinds: 4.101	Issued: 06/04/24

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

4 **STATE STANDARDS²**

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

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

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

13 **CURRICULUM AND INSTRUCTIONAL PROGRAMMING**

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

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

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

Legal References

Cross References

1. [TCA 49-6-2202](#); [TCA 49-6-1304](#); [TCA 49-6-2206](#);
[TCA 49-6-1019](#)
2. [TCA 49-1-302\(a\)\(8\)](#); [TCA 49-1-314](#); [TCA 49-6-2206](#)
3. [TRR/MS 0520-12-04](#)

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

Johnson City Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Curriculum Development	Descriptor Code: 4.200	Issued Date: 01/06/25
		Rescinds: 4.200	Issued: 01/03/22

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

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

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

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

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

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

21 **IMPLEMENTATION**

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

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

Legal References

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

Cross References

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

Johnson City Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Special Education	Descriptor Code: 4.202	Issued Date: 01/06/25
		Rescinds: 4.202	Issued: 06/04/24

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

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

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

23 The plan shall address the following objectives:

- 24 1. To carry out a comprehensive screening and assessment plan emphasizing the early
25 identification and evaluation of ~~disabled students~~ **students with disabilities**;
26
- 27 2. To provide each ~~disabled child~~ **student with a disability** with an Individualized Educational
28 Program (IEP) specifically designed to meet his unique needs;
29
- 30 3. To use the Individualized Education Program (IEP) for reviewing assessment, formulating
31 programming, and determining placement for every ~~disabled student~~ **student with a disability**,
32 including review of proposed suspensions when appropriate, in accordance with the State
33 Board of Education Rules, Regulations, and Minimum Standards;
34

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

28 Students receiving special education services shall not be restrained except as permitted by law. The
29 Superintendent **of Schools**/designee will develop procedures for isolation and restraint of students with
30 disabilities.

Legal References

1. [TRR/MS 0520-01-09](#)
2. [TCA 49-10-101](#)

Cross References

Compulsory Attendance Ages 6.201
Alternative Education 6.319
Student Communicable Diseases 6.403

3. [20 USCA §§ 1400-1482](#); [29 USCA § 794](#); [34 CFR § 300.504](#)
4. [TRR/MS 0520-01-09.20](#)

Acquired Immune Deficiency Syndrome 6.404
Special Education Students 6.500

Johnson City Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Accelerated College Admission	Descriptor Code: 4.203	Issued Date: 06/04/24
		Rescinds: 4.203	Issued: 12/07/20

1 In keeping with the State Board of Education’s endorsement of the Early Admission Program,¹ a
2 qualified high school student may complete the twelfth grade at a participating institution of higher
3 learning. The student will earn a year’s credit in college at the same time that he earns credit for their
4 senior year in high school.

5

6 To be considered for this program, the student shall:

- 7 1. Earn a cumulative grade point average of at least 3.5 through three (3) years of high school;
- 8
- 9 2. Earn an ACT composite of at least 25 or an equivalent SAT score;
- 10
- 11 3. Submit a written request and agreement to the high school principal at the end of the eleventh
12 year of school, signed by student and parent(s)/guardian(s);
- 13
- 14 4. Meet with principal, counselor, and parent(s)/guardian(s);for consultation; and
- 15
- 16 5. Secure a written endorsement of the principal, a counselor and the post-secondary institution.

Cross References

Enrollment in Jump Start Classes 4.2031
Enrollment in College Level Courses 4.205
Alternative Credit Options 4.209

Johnson City Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Summer School	Descriptor Code: 4.204	Issued Date: 01/06/25
		Rescinds: 4.204	Issued: 01/05/24

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

- 2 1. Learning Loss Bridge Camp;
- 3
- 4 2. Summer Learning Camp;
- 5
- 6 3. STREAM Camp; and
- 7
- 8 4. Summer/STREAM Hybrid Camp.

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

13 **SUMMER PROGRAMMING²**

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

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

31 **ATTENDANCE REQUIREMENTS²**

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

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

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

6 Students who are required to attend summer programming in order to be promoted to fourth grade shall
7 attend with a ninety percent (90%) attendance rate.

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

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

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

Legal References

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

Cross References

- Promotion and Retention 4.603
Extended Contracts 5.112

Johnson City Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: <b style="text-align: center;">Enrollment in College Level Courses	Descriptor Code: 4.205	Issued Date: 01/06/25
		Rescinds: 4.205	Issued: 01/03/22

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

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

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

Legal References

1. [TCA 49-6-1012; State Board of Education Policy 3.301](#)

Cross References

Accelerated College Admission 4.203

Johnson City Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Alternate Instruction Programs	Descriptor Code: 4.206	Issued Date: 01/09/23
		Rescinds: 4.206	Issued: 01/03/22

1 REMEDIAL INSTRUCTION

2 The remedial program will concentrate mainly on improvement of reading and math skills for the most
3 educationally needy students. Various materials will be used to supplement the work being done in the
4 classroom.

5 HOMEBOUND INSTRUCTION¹

6 The Homebound Instruction Program is for students who, because of health impairments, are unable to
7 attend the regular instructional program.¹ The program consists of three (3) hours of instruction per
8 week provided by a certified and properly endorsed teacher. The Superintendent of Schools/designee
9 may approve additional hours of homebound instruction when necessary.

10 To qualify for the Homebound Program, a student must have a health impairment of sufficient
11 seriousness to anticipate that the student will be absent for a minimum of ten (10) consecutive school
12 days. The student must be certified by a physician as being health-impaired and unable to attend the
13 regular instructional program. The services provided the homebound student should reflect
14 capabilities and be determined by the homebound instructor, after consultation with the appropriate
15 professional staff of the student's assigned school.

16 Upon the approval of the Superintendent of Schools, a student with other serious issues that may affect
17 ~~his~~ their ability to attend the regular instructional program may be provided homebound instruction.
18 The services provided the homebound student should reflect capabilities and be determined by the
19 homebound instructor, after consultation with the appropriate professional staff of the student's
20 assigned school.

Legal References

1. TCA 49-10-1101; TRR/MS 0520-01-02-.10

Cross References

Alternative Credit Options 4.209
Virtual Education Program 4.212
Student Communicable Diseases 6.403
Acquired Immune Deficiency Syndrome 6.404
Promotion and Retention

Johnson City Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: English Learners	Descriptor Code: 4.207	Issued Date: 06/04/24
		Rescinds: 4.207	Issued: 01/03/22

1 If the inability to speak and understand the English language excludes a student from effective
2 participation in the educational programs offered by the district, the district shall take reasonable actions
3 to provide the student equal access to its programs. Students who are English learners (“EL”) shall be
4 identified, assessed, and provided appropriate services. No student shall be admitted to or excluded from
5 any program or extracurricular activity based on the student’s surname or EL status.¹

6 The Superintendent of Schools/designee shall evaluate the effectiveness of the district’s language
7 assistance programs to ensure EL students will acquire English proficiency and the ability to participate
8 in the standard instructional program within a reasonable period of time.

9 ENGLISH LANGUAGE INSTRUCTION PROGRAM

10 The Board of Education directs the administration to develop and implement language instruction
11 programs that:²

- 12 1. Appropriately identify EL students in a timely, valid, and reliable manner;
- 13 2. Determine the appropriate instructional environment for EL students;
- 14 3. Provide EL students with a language assistance program that is educationally sound and proven
15 successful;
- 16 4. Annually assess the English proficiency of EL students and monitor the progress of students in
17 order to determine their readiness for standard instructional program; and
- 18 5. Monitor the progress of students that have exited the EL program.

19 PARENTAL NOTIFICATION³

20 Parents/Guardians of EL students shall be given notice of, and information regarding, the instructional
21 program within the first thirty (30) days of the school year or within the first two (2) weeks of a student
22 being placed in a language instruction educational program (LIEP). At a minimum, the notice will
23 include the following:³

- 24 1. The reason for identifying the student as an EL student;
- 25 2. The student’s level of English language proficiency, including how the level was assessed, and
26 the status of the student’s academic achievement;

- 1 3. Methods of instruction used in the program, methods of instruction in other available programs,
2 and how they differ;
- 3 4. How the program meets the educational strengths and needs of the student and how the program
4 will help the student reach English language proficiency and meet academic standards;
- 5 5. Program exit requirements, rate of transition to a standard instructional program classroom, and
6 expected rate of high school graduation;
- 7 6. How the program meets the goals of an EL student with an IEP; and
- 8 7. Information on the parent/**guardian**'s right to withdraw the student from the program or choose
9 another program or method of instruction if available.
- 10 Parent/**Guardian** and family engagement will be encouraged, and parents will be regularly apprised of
11 their child's progress.⁴

Legal References

1. [Elementary and Secondary Education Act, as amended by ESSA \(Pub. L. 114-95\), § 1112\(e\)\(3\)\(D\); TRR/MS 0520-01-19](#)
2. [Elementary and Secondary Education Act, as amended by ESSA \(Pub. L. 114-95\), § 3113\(b\)\(3\)\(B\); TRR/MS 0520-01-19](#)
3. [Elementary and Secondary Education Act, as amended by ESSA \(Pub. L. 114-95\), § 1112\(e\)\(3\)\(A\); TRR/MS 0520-01-19](#)
4. [Elementary and Secondary Education Act, as amended by ESSA \(Pub. L. 114-95\), § 1112\(e\)\(3\)\(C\); TRR/MS 0520-01-19](#)

Cross References

Parent and Family Engagement 4.502

Johnson City Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Educational Research	Descriptor Code: 4.210	Issued Date: 05/07/24
		Rescinds: 4.210	Issued: 03/07/11

1 The Johnson City School System is supportive of the development of new educational knowledge
2 through research within the local school community. The Johnson City Schools shall cooperate to the
3 extent possible with colleges, universities, and other agencies in promoting educational research. The
4 Superintendent of Schools shall develop administrative procedures for approving requests for
5 educational research projects.

6
7 Any research project must be well planned and supervised to provide the least interruption possible to
8 the instructional program.

9
10 The Superintendent of Schools must give final approval prior to the initiation of any research project.

11
12 Any research proposal must meet the following criteria in order to be considered for approval.

- 13 1. The research should be designed so that it can be expected to produce valid and reliable results.
- 14 2. The research shall be of a nature to expect a result that will be of value to the improvement of
15 education.
- 16 3. The research may not materially interrupt or disrupt the work of students, teachers or other
17 employees.
- 18 4. The research shall have the approval of the appropriate college, university or agency
19 supervising the research.
- 20 5. Prior permission of research subjects is required.
- 21 6. Detailed proposal must be submitted identifying the nature of the research, the research
22 subjects (i.e. students or employees), the research method, and use of the results.
- 23 7. Confidentiality of subjects must be maintained at all times.
- 24 8. Questionnaires, surveys, and/or interview questions must be submitted for review in advance of
25 distribution and must not include items which invade the areas of personal rights.

26 If it is determined that students are the requested subjects of the educational research, Johnson City
27 Schools will follow the administrative procedures outlined in Johnson City Board policy 6.4001.

28 **This policy is not applicable to research that is conducted as part of the approved curriculum of**
29 **the school system due to the internal approval processes as approved by the Superintendent of**
30 **Schools.**

Johnson City Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Credit Recovery	Descriptor Code: 4.211	Issued Date: 01/06/25
		Rescinds: 4.211	Issued: 01/09/23

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

5 **ADMISSION AND REMOVAL²**

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

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

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

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

20 **INSTRUCTION AND CONTENT²**

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

23 The Superintendent of Schools/designee shall ensure that all credit recovery courses:

- 24
- 25 1. Align with Tennessee's current academic standards for the relevant course content area, as
26 approved by the State Board of Education; and
27
- 28 2. Differentiate instruction to address individual student growth needs based on diagnostic
29 assessment or End of Course data.
30

1 Students in credit recovery programs shall:

2 1. Complete a course skill-specific diagnostic to determine skill-specific goals;

3

4 2. Meet individual skill-specific goals in a flexible time frame as established by identified student
5 need; and

6

7 3. Master all individualized skill-specific goals as established by the diagnostic process in order to
8 earn credit.

9 **GRADES²**

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

Legal References

1. [TRR/MS 0520-01-03-.03\(10\); State Board of Education Policy 2.103](#)
2. [State Board of Education Policy 2.103](#)
3. [State Board of Education Policy 3.301](#)

Cross References

Virtual Education Program 4.2121
Grading System 4.600
Promotion and Retention 4.603

Johnson City Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Family Life Education	Descriptor Code: 4.213	Issued Date: 08/05/24
		Rescinds:	Issued:

1 *General*

2 A family life education program shall be implemented within the school ~~district~~ **system** in compliance
3 with state law.¹

4 Each semester, parents/guardians of students enrolled in a course that includes family life education will
5 have the opportunity to review a printed copy of the materials at the school. A parent/guardian who
6 chooses not to have a student participate in the family life education program shall submit such request
7 in writing to the principal. A student who is excused from the program shall be assigned alternative
8 health activities and shall not be penalized academically.

9 **FAMILY LIFE INSTRUCTION**

10 The curriculum for the family life education program shall, in a manner that is age-appropriate and
11 factually and medically accurate, include the following:²

- 12 1. Teach the skills needed to make healthy decisions in all aspects of marriage and family life;
- 13
- 14 2. Encourage sexual health by helping students understand how the whole person is affected by
15 sexual activity as well as other risk behaviors;
- 16
- 17 3. Provide information about human reproduction, including conception, birth, and prenatal care,
18 as well as the process of adoption and its benefits;
- 19
- 20 4. Provide information on the family unit and the responsibilities and consequences related to sexual
21 activity, including the challenges of single teen parenting;
- 22
- 23 5. Promote only sexual risk avoidance through abstinence and the positive results of avoiding sexual
24 activity;
- 25
- 26 6. Provide instruction on the detection, intervention, prevention, and treatment of child sexual
27 abuse, including such abuse that may occur in the home, human trafficking in which a victim is
28 the child, and internet crimes against children;
- 29
- 30 7. Provide instruction on the prevention of dating violence;
- 31

- 1 8. Encourage communication between parent(s)/guardian(s) and students;
2
3 9. Address the legal aspects of sexual activity with emphasis on the rights of the student; and
4
5 10. Include the presentation of a high-quality, computer-generated animation or high-definition
6 ultrasound of a least three (3) minutes in duration that shows the development of the brain, heart,
7 and other vital organs in early fetal development per state academic standards.³

8 Instruction in topics related to sexual activity are not age-appropriate for students in grades kindergarten
9 through five (K-5) and shall not be taught as part of the family life curriculum. This does not prohibit
10 instruction on detection, intervention, prevention, and treatment of child sexual abuse and human
11 trafficking of children.⁴

12 The family life education program shall be reviewed annually to ensure that the prohibited items of
13 instruction, as provided for in state law,⁵ are not included in the curriculum.

14 **TRAINING ON INSTRUCTION**

15 Personnel providing family life instruction shall receive training prior to presenting such instruction.
16 Personnel shall conduct such instruction with maturity and discretion.

17 **REPORTING²**

18 At the beginning of each school year, the Superintendent of Schools/**designee** shall provide the contact
19 information to the Department of Children's Services of each employee or trained professional providing
20 instruction on family life curriculum related to child sex abuse, human trafficking, and internet crimes.
21 The Superintendent of Schools/**designee** shall also report on the curriculum selected by the Board of
22 Education.

23

Legal References

1. [TCA 49-6-1302](#)
2. [TCA 49-6-1304; Public Acts of 2024, Chapter No. 571](#)
3. [Public Acts of 2024, Chapter No. 795](#)
4. [Public Acts of 2024, Chapter No. 970](#)
5. [TCA 49-6-1304\(b\)](#)

Johnson City Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Extracurricular Activities	Descriptor Code: 4.300	Issued Date 01/06/25
		Rescinds: 4.300	Issued: 08/06/24

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

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

34 **STUDENT CLUBS & ORGANIZATIONS³**

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

Legal References

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

Cross References

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

Johnson City Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Interscholastic Athletics	Descriptor Code: 4.301	Issued Date: 09/04/2025
		Rescinds: 4.301	Issued: 01/06/25

1 No person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, be
2 treated differently from another person, or otherwise be discriminated against in any athletic program
3 of the school. Equal athletic opportunities shall be provided for members of both sexes.¹ Student
4 athletes shall only be allowed to participate in athletic activities or events that align with the student's
5 sex indicated on their original birth certificate.² The Superintendent of Schools/designee shall require
6 the parent/guardian to provide the student's original birth certificate prior to participation in any
7 interscholastic athletics. If the original birth certificate is not available or does not indicate the
8 student's sex at the time of birth, the parent/guardian shall provide medical documentation showing
9 evidence of the student's sex at birth.

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

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

16 Bylaws of the Tennessee Secondary School Athletic Association shall regulate the operation and
17 control of secondary athletics.³ The Superintendent of Schools shall develop a code of conduct for all
18 coaches to follow in order to ensure the health and safety of athletes.⁴

19 Participation in interscholastic athletics or marching band shall not be substituted for the lifetime
20 wellness graduation requirement.

21 **INSURANCE & PHYSICAL EXAMINATIONS**

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

27 Prior to participation in interscholastic athletics, every student shall complete an annual physical
28 examination.⁶ The parent(s)/guardian(s) of each student shall be responsible for covering the cost of
29 the examination, and the signed parent/guardian permission form and medical release form shall be
30 kept on file at the school.

31 **SCHEDULING**

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

6 Students shall not be required to attend a school athletic event, or event related to participation on a
7 school athletic team, if the event is on an official school holiday, observed day of worship, or religious
8 holiday. The student's parent or legal guardian shall notify the coach in writing three (3) full school
9 days prior to the event if there is a conflict.⁸

10

11 Any changes in the venue for home competitions must have prior approval of the Board. In case of an
12 emergency situation, the Superintendent of Schools may approve a venue change.

13

14 **SEVERE WEATHER⁴**

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

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

22 **PROHIBITION AGAINST HAZING**

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

25 **HOME SCHOOL STUDENT PARTICIPATION¹⁰**

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

30 **VIRTUAL SCHOOL STUDENT PARTICIPATION¹¹**

31 Virtual school students shall be permitted to participate in accordance with TSSAA or TMSAA
32 guidelines. If a school is not a member with these organizations, virtual school students that are zoned
33 for the school shall be permitted to participate in interscholastic athletics to the same extent as other
34 students.

Legal References

1. [34 CFR § 106.41](#); [20 USCA § 1681 et seq.](#)
2. [TCA 49-6-310\(a\)](#)
3. [TRR/MS 0520-01-02-.08\(1\)](#)
4. [TCA 49-6-3601](#)
5. [TCA 29-20-403](#)
6. [20 USCA § 1232h\(c\)](#); [TRR/MS 0520-01-13-.01\(1\)\(a\)](#)
7. [TCA 49-6-1002\(a\)](#)
8. [TCA 49-6-1002\(c\)](#)
9. [TCA 49-2-120](#)
10. [TCA 49-6-3050\(e\)\(1\)\(B\)](#)
11. [Public Acts of 2025, Chapter No. 173](#)

Cross References

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

Johnson City Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Field Trips	Descriptor Code: 4.302	Issued Date: 01/06/25
		Rescinds: 4.302	Issued: 06/04/24

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

3 The **P**principal may grant conditional approval of field trips contingent upon financial provisions being
4 made for all students. The funds necessary to accommodate all students must be available by a certain
5 date approved by the **P**principal or the conditional approval will be revoked.

6 Procedures and forms for all school related trips will be developed and distributed by the
7 Superintendent of Schools/**D**esignee.

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

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

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

- 22 1. Any teacher desiring to take a group of students on an educational field trip must obtain
23 advance approval of the principal and must complete a Field Trip Request Form;
- 24
- 25 2. The trip must have a definite educational purpose and reflect careful planning. Students should
26 be prepared by general class discussion and/or research. Withholding attendance at field trips
27 should not be used for discipline;
- 28
- 29 3. Parents may be allowed to transport students on field trips when all of the following conditions
30 are met:
 - 31 a. Proof of a valid driver's license;

- b. Proof of vehicle liability insurance coverage in the form of an insurance certificate issued to the insured indicating liability limits of at least \$100,000/300,000/50,000 will be necessary;
- c. Prior written approval of the principal;
- d. Prior written permission of the parent(s) of the child(ren) to be transported, which will be specific to the named parent driver; ~~and~~;
- e. Volunteer Personal Vehicle Authorization Use Form; and;
- f. A completed background check.

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

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

NON-SANCTIONED TRIPS

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

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

Cross References

Special Use of School Vehicles 3.402
Extracurricular Activities 4.300
Background Investigations 5.118
Attendance 6.200

Johnson City Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: <h2 style="text-align: center;">Instructional Resources and Materials</h2>	Descriptor Code: <h3 style="text-align: center;">4.400</h3>	Issued Date: <h3 style="text-align: center;">06/04/24</h3>
		Rescinds: <h3 style="text-align: center;">4.400</h3>	Issued: <h3 style="text-align: center;">04/03/17</h3>

1 All classrooms and learning centers shall be equipped with a variety of teaching tools. All instructional
 2 materials should be selected to provide quality learning experiences for students.

3 A list of textbooks and instructional materials used by the schools shall be revised annually by the
 4 principal/ designee under the direction of the Superintendent of Schools/designee and shall be made
 5 available to the Board of Education and professional staff on the district school system and/or individual
 6 school’s website as a reference. Upon request, parents/guardians shall have the ability to inspect the
 7 following items: instructional materials, teaching materials, teaching aids, handouts, and tests that are
 8 developed by and graded by their child’s teacher.¹ The Superintendent of Schools/designee shall develop
 9 procedures for inspection of materials and distribute these procedures to each principal.

Legal References

1. [20 USCA § 1232h\(a\)](#); [TCA 49-6-7003](#)

Johnson City Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: <h2 style="text-align: center;">Textbooks Selection, Distribution and Care</h2>	Descriptor Code: <h3 style="text-align: center;">4.401</h3>	Issued Date: <h3 style="text-align: center;">01/06/25</h3>
		Rescinds: <h3 style="text-align: center;">4.401</h3>	Issued: <h3 style="text-align: center;">01/03/22</h3>

1 **SELECTION¹**

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

8 **DISTRIBUTION**

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

12 **CARE OF TEXTBOOKS⁴**

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

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

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

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

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

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

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

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

Legal References

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

Cross Reference

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

Johnson City Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Selection of Instructional Materials (Other than Textbooks)	Descriptor Code: 4.402	Issued Date: 01/06/25
		Rescinds: 4.402	Issued: 01/09/23

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

5 **OBJECTIVES OF SELECTION**

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

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

Cross References

Controversial Materials 4.801

Johnson City Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Reconsideration of Instructional Materials and Textbooks	Descriptor Code: 4.403	Issued Date: 01/06/25
		Rescinds: 4.403	Issued: 01/09/23

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

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

1
2
3

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

Legal References

1. [Board of Education, Island Trees Union Free School District No. 26 v. Pico, 457 U.S. 853, 102 S. Ct. 2799 \(1982\); TCA 49-6-3803](#)
2. [Public Acts of 2024, Chapter No. 782; TCA 49-1-302\(a\)\(8\); TCA 49-1-314; TCA 49-6-2206](#)

Cross References

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

Johnson City Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Use of Copyrighted Materials	Descriptor Code: 4.404	Issued Date: 04/07/25
		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 copying
5 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/designee shall establish specific procedures regarding the
9 copying, 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 November	Descriptor Term: Use of the Internet	Descriptor Code: 4.406	Issued Date: 09/04/25
		Rescinds: 4.406	Issued: 01/06/25

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

4 **Employees**

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

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

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

29 **Students**

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

1 Procedures shall address the following:

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

18 **INTERNET SAFETY MEASURES²**

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

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

30 The Superintendent of Schools/designee shall establish a process to ensure the-school system's
31 technological resources are not used for purposes prohibited by law or for accessing sexually explicit
32 materials. The process shall include, but not be limited to:

- 33 1. Utilizing technology that blocks or filters Internet access (for both students and adults) to
- 34 material that is obscene or pornographic;³
- 35
- 36 2. Prohibiting and preventing a user from sending, receiving, viewing, or downloading materials
- 37 that are deemed to be harmful to minors;⁴
- 38
- 39 3. Maintaining and securing a usage log; and

1
2 4. Monitoring online activities of students.²

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

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

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

16 **E-MAIL**

17 All school system employees shall use the email address assigned by the school system for all
18 communication related to school system business and students. Because all computer hardware and
19 software belong to the Board, all data including e-mail communications stored or transmitted on school
20 system resources shall be monitored. Employees/students should have no expectation of privacy with
21 regard to such data. Confidentiality of e-mail communication cannot be assured. E-mail
22 correspondence may be a public record under the public records law and may be subject to public
23 inspection.⁵ Emails will be archived for a period of twelve (12) months from the date sent/ received.

24 **INTERNET SAFETY INSTRUCTION⁶**

25 Students will be given appropriate ongoing instruction at least annually in Internet safety as a part of
26 regular instruction utilizing computer resources. The Superintendent/designee shall provide adequate
27 in-service instruction on Internet safety. Parent(s)/guardian(s) and students will be provided with
28 material to raise awareness of the dangers posed by the Internet and ways in which the Internet may be
29 used safely.

30
31 **SOCIAL NETWORKING**

- 32 1. Students are prohibited from accessing social media platforms using school system internet
33 except when expressly authorized by a teacher for educational purposes.⁷
34
35 2. School system staff who have a presence on social networking websites are prohibited from
36 posting data, documents, photographs or inappropriate information that is likely to create a
37 material and substantial disruption of classroom activity or which violates the privacy of other
38 staff or students, or which violates FERPA.

- 1
- 2 3. School system staff are prohibited from accessing personal social networking sites on school
- 3 system devices during school hours except for legitimate instructional purposes.
- 4
- 5 4. The Board discourages school system staff from socializing with students on social networking
- 6 websites. The same relationship, exchange, interaction, information or behavior that would be
- 7 unacceptable in a non-technological medium is unacceptable when done through the use of
- 8 technology.

9 The Superintendent of Schools/designee will publish guidelines on appropriate social media use by

10 employees.

11 VIOLATIONS

12 Violation of this policy or a procedure promulgated under its authority shall be handled in accordance

13 with the existing disciplinary procedures of the Johnson City School System.

14 VENDOR CONTRACTS⁸

15 Prior to entering into any contract or using any website where student data is shared and content is

16 marketed to pre-kindergarten through grade twelve (PreK-12), the vendor of any digital or online

17 resource created or marketed for PreK-12 must sign a Data Privacy Agreement (DPA) outlining

18 appropriate safeguards of school system data and usage, and assurance of adherence to state and

19 federal laws for Internet content and access by minors.

Legal References

1. [TCA 39-14-602](#)
2. [47 USCA § 254 \(h\)\(5\)\(A\)–\(C\), 254\(l\); 47 CFR § 54.520\(c\)\(1\)\(i\); 20 USCA § 7131; Public Acts of 2025, Chapter No. 195](#)
3. [TCA 49-1-221\(a\)\(1\)\(C\)\(i\)](#)
4. [TCA 39-17-901; TCA 49-1-221\(a\)\(1\)\(C\)\(ii\)](#)
5. [TCA 10-7-512](#)
6. [TCA 49-1-221\(a\)\(1\)\(E\)](#)
7. [Public Acts of 2025, Chapter No. 195](#)
8. [TCA 49-1-221\(c\)](#)

Cross References

- Use of Email 1.805
- Use of Artificial Intelligence Programs 4.214
- School and System Websites 4.407
- Controversial Materials 4.801
- Student Publications 6.704

Johnson City Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Web Pages	Descriptor Code: 4.407	Issued Date: 06/04/24
		Rescinds: 4.407	Issued: 01/04/16

1 CONTENT STANDARDS

2 In order to take advantage of the opportunities the Internet provides, the Board of Education authorizes
3 the creation of school and/or ~~district~~ **school system** web pages on the Internet. Only those web pages
4 maintained in accordance with Board policy and established procedures shall be recognized as official
5 representations of the district or individual schools. All information posted on school web pages must
6 have the approval of the principal/designee. In addition, all information on a school or ~~district~~ **school**
7 **system** web page must accurately reflect the mission, goals, policies, program and activities of the
8 school and district. The web page must have a purpose which falls within at least one of three
9 categories:

- 10 1. Support of curriculum and instruction - intended to provide links to Internet resources for
11 students, parents, and staff in the district;
- 12
- 13 2. Public information - intended to communicate information about the schools and district to
14 students, staff, parents, community and the world at large; and
- 15
- 16 3. ~~District~~ **School system** technology support - intended to provide and respond to instructional
17 and administrative technology needs of students and staff.

18 All material on a school web site shall be either original to the school, in the public domain or posted
19 with the express permission of its rightful owner. This includes, but is not limited to, text, graphics,
20 pictures, video, sounds, music, characters, logos and trademarks. Web page publications shall follow
21 all applicable copyright laws and guidelines.

22 Web sites developed under contract for the school ~~district~~ **system** or within the scope of employment
23 by district employees are the property of the school ~~district~~ **system**.

24 PRIVACY STANDARDS

- 25 1. Because Internet publications are available to the entire world, special care shall be taken to
26 protect the privacy of students and staff. Web pages may not include personally identifying
27 information regarding a student¹ such as: telephone numbers, addresses, names of other family
28 members, names of friends, e-mail addresses, specific location of a student at any given time,
29 grades or any other academic information. No confidential information shall be published on or
30 linked to the web site.
- 31

- 1 2. Student work may be published on web pages only with written consent of the student's legal
2 guardian or the eligible student before each incident of publication. The authoring student shall
3 also sign a copyright consent form.
- 4
- 5 3. Links to student e-mail accounts are prohibited.
- 6
- 7 4. Pictures of students may be included only under the following conditions:
8
 - 9 ○ Individual student pictures may be published on the web site only with written consent
10 of the student's legal guardian or eligible.
 - 11
 - 12 ○ Pictures of groups of students involved in a school-related activity may be published
13 without consent; however, the students shall only be identified by the group name.
 - 14
 - 15 ○ Students shall not be individually identified in pictures unless there is a special reason
16 for doing so, such as recognition for receiving an award. In such cases, the student's
17 legal guardian or eligible student must give written consent.

18 **ADVERTISING/SPONSORSHIPS**

19 Any use of advertising or sponsorships that appears on a school web site must be approved by the
20 school web administrator, the principal and the Superintendent of Schools/designee. Guidelines for
21 approval shall be established by the Superintendent of Schools/designee and must be consistent with
22 the Board's policies and guidelines used in other school and district publications.

23 **ADMINISTRATIVE PROCEDURES**

24 The Superintendent of Schools shall develop administrative procedures for development of web pages
25 including content, quality, and consistency standards and shall designate an individual(s) to be
26 responsible for maintaining the official district web page and monitoring all district web page activity.
27 A principal shall make such designation for an individual school. Schools or departments that wish to
28 publish a web page must provide a means to contact the webmaster.

29 **CONCERNS/COMPLAINTS**

30 As with any instructional materials or publication used by or representing ~~the a~~ school or ~~district~~ the
31 school system, the principal or Superintendent of Schools, respectively, is ultimately responsible for
32 accuracy and appropriateness of the information made available on the web site. Concern about the
33 content of any page(s) created by students or staff should be directed to the principal or the
34 Superintendent of Schools' office when related to the district web site. If the concern is not resolved,
35 persons who wish to file a formal complaint shall submit a written request on a Citizen's Request for
36 Alternative Instructional Materials Form.

Legal References

1. [20 USCA § 1232g \(a\)\(5\)\(A\)-\(B\); *Elementary & Secondary Education* \(20 USCA § 7908\) Sec. 9528](#)

Cross References

Reconsideration of Instructional Materials 4.403
Use of Copyrighted Materials 4.404
Employee-Developed Materials 4.405

Johnson City Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: School Volunteers	Descriptor Code: 4.501	Issued Date: 01/05/24
		Rescinds: 4.501	Issued: 12/07/20

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

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

7 All volunteers must sign a Volunteer Agreement regarding confidentiality.

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

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

12 Volunteers shall serve without compensation but shall be insured by the Board against loss or damage
13 in the performance of their duties.³

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

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

16 **STUDENT VOLUNTEERS**

17 ***General***

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

21 **SCOPE**

22 Student volunteers shall assist ~~district~~ **school system** personnel. They may not perform the duties of
23 ~~district~~ **school system** staff but may assist in limited capacities as deemed appropriate by the
24 Superintendent.

25 **SAFETY**

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

6

Legal References

1. TCA 49-6-7001
2. TCA 49-5-413
3. TCA 29-20-310(e)

Cross References

Visitors to the School 1.501

Johnson City Board of Education

Monitoring: Review: Annually, in December	Descriptor Term: Parent/Family Engagement	Descriptor Code: 4.502	Issued Date: 01/06/25
		Rescinds: 4.502	Issued: 06/04/24

1 GENERAL EXPECTATIONS FOR ALL SCHOOLS

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

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

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

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

3 **SCHOOL LEVEL POLICY**

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

9 **SUPPORT FOR PROGRAM**

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

14 **FAMILY-SCHOOL PARTNERSHIPS¹**

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

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

Legal References

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

Cross References

English Learners 4.207
Homeless Students 6.503

Johnson City Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Grading System	Descriptor Code: 4.600	Issued Date: 08/05/24
		Rescinds: 4.600	Issued: 09/06/22

1 The Superintendent of Schools shall develop an administrative procedure to establish a system of
2 grading and assessment for evaluating and recording student progress and to measure student
3 performance in conjunction with board-adopted content standards for grades K-8. The
4 grading/assessment system shall follow all applicable statutes and rules and regulations of the State
5 Board of Education. The grading/assessment system shall be uniform system-wide at comparable
6 grade levels, except that the Superintendent of Schools shall have the authority to establish and operate
7 ungraded and/or unstructured classes in grades K-3 according to state rules and regulations.¹

8 The Superintendent of Schools shall submit a copy of the grading, reporting and assessment systems to
9 the Board before the system is implemented. These guidelines shall be communicated annually to
10 students and parents/guardians.

11 **GRADING SYSTEM: GRADES THREE - EIGHT (3-8)¹**

12 Subject-area grades for grades 3-8, excluding classes for high school credit, shall be expressed by the
13 following letters with their corresponding percentage range:

- 14 • A (90-100)
- 15 • B (80-89)
- 16 • C (70-79)
- 17 • D (60-69)
- 18 • F (50-59)

19 This grading system shall be uniform throughout the school system for each grade. No grade lower
20 than a 50 will be recorded for any 9-week term or semester.

21 **GRADING SYSTEM: CLASSES FOR HIGH SCHOOL CREDIT²**

22 Classes for high school credit shall use the uniform grading system established by the State Board of
23 Education. Using the uniform grading system, students' grades shall be reported for the purposes of
24 application for post-secondary financial assistance administered by the Tennessee Student Assistance
25 Corporation.

26 Subject-area grades for grades 9–12 shall be expressed by the following letters with their corresponding
27 percentage range:

- 28 • A (90-100)
- 29 • B (80-89)
- 30 • C (70-79)

- 1 • D (60-69)
- 2 • F (0-59)

3 Advanced coursework grades will be calculated with additional percentage points to calculate the
4 semester average. Depending on the course taken, the following percentage points will be assigned:

- 5 • Honors Courses – three (3) percentage points;
- 6 • Local and Statewide Dual Credit, Capstone Industry Certification Aligned, and Dual
7 Enrollment Courses – four (4) percentage points; and
- 8 • Advanced Placement, Cambridge International, and College Level Exam Program (CLEP)–
9 five (5) percentage points.

10 **WEIGHTING FOR HONORS, NATIONAL INDUSTRY CERTIFICATION, ADVANCED** 11 **PLACEMENT, STATEWIDE DUAL CREDIT AND DUAL ENROLLMENT COURSES**

12 The uniform grading system will be used for student application for postsecondary assistance
13 administered by the Tennessee Student Assistance Corporation. For other purposes a grading system
14 based on quality points to calculate overall Grade Point Averages will be used. ~~Beginning with the~~
15 ~~2019-2020 school year:~~

- 16 • Add .5 point to the numerical quality point value corresponding to the final letter grade
17 received in an honors course;
- 18 • Add .75 point to the numerical quality point value corresponding to the final letter grade
19 received in a local or statewide dual credit, or capstone industry certification course ; and
- 20 • Add 1 point to the numerical quality point value corresponding to the final letter grade received
21 in an AP, Cambridge International, or dual enrollment.

22 Conduct grades are based on behavior and shall not be deducted from scholastic grades.

23 Attendance records will be used in determining the awarding of grades or the passing of a course or
24 promotion or retention.

25 Plus and minus evaluations are not to be added to letter grades. A grade report may not be changed
26 once grades have been finalized. If an erroneous grade has been recorded, correction must be made on
27 a new report.

28 Grades given at the end of each nine (9) weeks period will be determined from daily work, homework,
29 written assignments and tests. The teacher will weigh the value of grades given for various
30 assignments and tests within the applicable period in computing the grade. This procedure will enable
31 the teacher to allow for individual student differences in the grading process. Any assignments and
32 tests required of a student must be considered in the computation of his grade.

33 **LOTTERY SCHOLARSHIPS³**

34 Each school counselor shall provide incoming freshmen with information on college core courses
35 required for lottery scholarships as well as necessary criteria (grade point average, ACT and SAT
36 score, etc.) that must be met in order to receive a scholarship.

1 Seniors may apply for the Tennessee HOPE Scholarship by completing the Free Application for
 2 Federal Student Aid (FAFSA). The FAFSA is available at the guidance office or on-line at
 3 www.fafsa.ed.gov. The priority date for FAFSA completion is May 1. Students shall be made aware of
 4 all applicable FAFSA deadlines and encouraged to submit applications in a timely manner.

5 Elementary and middle school counselors should explain the HOPE Scholarship and its requirements
 6 to their students and impress upon them the benefits of making good grades.

7 **TENNESSEE PROMISE**

8 ~~Each~~ **High** school counselors will provide students with information on the Tennessee Promise
 9 scholarship and mentoring program, including eligibility standards and application information.

10 **LOTTERY SCHOLARSHIP DAY**

11 Each school year, prior to scheduling courses for the following school year, schools teaching students
 12 in grades 8-11 shall conduct a lottery scholarship day for students and their parents.⁴

13 **HONORS RECOGNITION**

14 The weighted GPA will be calculated on all course work using the school system's internal weighted
 15 GPA. GPA will also be calculated using the Tennessee Uniform Grading Scale for Lottery/Hope
 16 Scholarship purposes. Both the Johnson City School's weighted GPA and the Tennessee Uniform
 17 GPA will appear on the transcript. The Tennessee Uniform Grading Scale GPA (unweighted) will be
 18 utilized to determine recognition at the Board of Education's ceremony honoring graduates each
 19 spring.

20 For the purposes of local graduation honors recognition, the school system will use the following Latin
 21 System based on the weighted GPA:

22 Summa Cum Laude 4.25 and above

23 Magna Cum Laude 4.00-4.24

24 Cum Laude 3.75-3.99

Legal References

1. [TRR/MS 0520-01-03-.02; State Board of Education Policy 3.301; TCA 49-6-407](#)
2. [TCA 49-2-203\(b\)\(16\); TCA 49-2-301\(b\)\(1\)\(H\)](#)
3. [TCA 49-4-904, 905, 907](#)
4. [TCA 49-4-932\(f\)](#)

Cross References

Alternative Credit Options 4.209
 Credit Recovery 4.210
 Reporting Student Progress 4.601
 Honor Roll, Awards, & Class Ranking 4.602
 Promotion and Retention 4.603
 Transcript Alterations 4.608

Johnson City Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Reporting Student Progress	Descriptor Code: 4.601	Issued Date: 09/04/2025
		Rescinds: 4.601	Issued: 01/03/22

1 Student progress reports shall be provided at least once every nine (9) weeks during the school year with
2 a midterm progress report each 4 1/2 weeks for grades K-8. The reporting procedure shall be uniform
3 for all reporting periods during each school year. Each report shall be signed or otherwise acknowledged
4 by the parent(s)/guardian(s). In grades six (6) through twelve (12), reports may be made in electronic
5 format and acknowledgment is not required provided the dates and methods of reporting pupil progress
6 are published. Ample opportunity will be provided for parent(s)/guardian(s) to notify the school of
7 concerns. The administration shall establish rules and regulations which will keep parent(s)/guardian(s)
8 of students with academic deficiencies advised.

9 Student progress reports may indicate the students' conduct, attendance and academic progress and other
10 information necessary to communicate effectively with the parent(s)/guardian(s). For students in grades
11 kindergarten through eight (K-8), the student's score on the most recently administered universal reading
12 screener shall also be included along with the results of a dyslexia screener, if applicable.²

13 In addition to the regular progress reports, principals and teachers are encouraged to confer with
14 parents/guardians on the educational progress of their children. Teachers are expected to consult with
15 parents/guardians of students who are working at an unsatisfactory level or whose performance shows a
16 marked or sudden deterioration. Parents/guardians shall be notified by the teacher as early in the school
17 year as possible if the retention of a student is being considered.

18 ~~SURROGATE PARENTS~~

19 ~~For students with disabilities, IDEA requires the Board to maintain a list of surrogate parents who meet~~
20 ~~the following requirements:~~

- 21 ~~1. They have no interest or conflicts of interest involving the child;~~
22 ~~2. They have adequate knowledge to insure adequate representation for the child; and~~
23 ~~3. They are not public employees who provide direct services to the child.~~

24 ~~The Board will be prepared to defend the qualifications of the persons selected.~~

25 ~~Surrogate parents will be appointed for students when:~~

- 26 ~~1. The school system cannot identify a parent of the child;~~
27 ~~2. The guardian parent of the child is an agency of the State of Tennessee; or~~
28 ~~3. The child is institutionalized or parentless and is assigned a guardian who is an employee of the~~
29 ~~State.~~

30 PARENT CONFERENCES

- 1 At least two (2) times during the school year, conferences shall be scheduled in which
2 parent(s)/guardian(s) and teachers may discuss any pertinent problems or other matters of concern
3 regarding the development and education of each student. These scheduled conferences shall not use
4 any portion of the 180 days of classroom instruction.² The Superintendent of Schools shall be
5 responsible for scheduling and coordinating systemwide conferences. Teachers will be available for
6 conferences, by appointment, at other times. Conferences may also be held during a teacher's
7 designated planning time. Because of the excessive demands made on the teacher's time,
8 parent(s)/guardian(s) are asked to schedule conferences in advance. Teachers will be expected to
9 schedule conference in advance with parent(s)/guardian(s) except in cases of emergency.
- 10 Conferences shall be physically accessible to all students and parent(s)/guardian(s).⁴

Legal References

1. [TRR/MS 0520-01-03-.03\(5\); TCA 49-6-901](#)
2. [Public Acts of 2025, Chapter No. 330](#)
3. [TCA 49-6-7002](#)
4. [28 CFR § 36.201](#)

Cross References

School Calendar 1.800
Grievance Procedures for Qualified Individuals with
Disabilities 1.802
Grading System 4.600
Promotion and Retention 4.603
In-Service and Professional Learning Opportunities 5.113
Staff Time Schedules 5.602
Attendance 6.200
Withdrawals 6.207

Johnson City Board of Education

Monitoring: Review: Annually, in December	Descriptor Term: Promotion and Retention	Descriptor Code: 4.603	Issued Date: 04/07/25
		Rescinds: 4.603	Issued: 01/06/25

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 **ILP**, 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~~ **their** 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 year. The
6 district shall send written notice to the parent/guardian confirming whether the student is eligible for
7 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~~

1 (~~ECBM~~) and an academic remediation plan and unanimous recommendation for
2 promotion from the ELA teacher and principal, and receives tutoring services during the
3 entire fourth grade school year.

- 4
- 5 2. A student in third grade receiving a performance level rating of “below” on the ELA portion of
6 the student’s most recent TCAP test may be promoted if:
- 7
- 8 a. The student is an English language learner and has received less than two (2) full years
9 of ELA instruction;
 - 10 b. The student was previously retained in grades K-3;
 - 11 c. The student is retested before the next school year and scores proficient in ELA; or
 - 12 d. The student attends a learning loss bridge camp before the next school year, maintains a
13 ninety percent (90%) attendance rate, and receives tutoring for the entirety of the next
14 school year in accordance with state law.
- 15

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

20 ***Decision of Retention – Fourth Grade***¹⁰

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

- 23 1. A student who is promoted to the fourth grade due to receiving tutoring for the entirety of the
24 next school year in accordance with state law or because of attending a learning loss bridge
25 camp must maintain a ninety percent (90%) attendance rate; and
- 26
- 27 2. A student receiving tutoring for the entirety of the next school year in accordance with state law
28 shall be required to show adequate growth on the fourth grade ELA portion of TCAP before the
29 student may be promoted to fifth grade.
- 30
- 31 3. If a student does not show adequate growth, as determined by the department, on the fourth
32 grade ELA portion of the TCAP test, then the student’s LEA or public charter school shall
33 convene a conference that must be attended by the following categories for participants: the
34 student’s parent(s)/guardian(s), the student’s ELA teacher, and the student’s principal. The
35 recommendation made by the majority of the categories of participants in the conference
36 determines whether the student must be:
- 37
- 38 a. Promoted to the fifth grade and assigned a tutor to provide tutoring services to the
39 student for the entirety of the student’s fifth grade year based on tutoring requirements
40 established by the department; or
 - 41 b. Retained in the fourth grade.

42 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 **Superintendent** of Schools/designee and the parent(s)/guardian(s). The notification shall advise
15 parent(s)/guardian(s) of their right to appeal such action within ten (10) calendar days to the
16 Superintendent of Schools/designee.

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

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

23 For students where retention is required per the additional requirements for students in third and fourth
24 grade, parent(s)/guardian(s) may appeal this decision directly to the Department of Education in
25 accordance with state law.¹³

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. [TCA 49-6-314; TRR/MS 0520-01-03-.16\(6\)](#)
6. [TRR/MS 0520-01-03-.16\(6\)](#)
7. [TRR/MS 0520-01-03-.16\(6\)\(f\)](#)
8. [TRR/MS 0520-01-03-.16\(6\)\(e\)](#)

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

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\(7\)\(e\); TCA 49-6-3115\(a\)\(3\)](#)
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\(7\)\(f\)](#)

Johnson City Board of Education

Monitoring: Review: Annually, in December	Descriptor Term: Accelerated and Advanced Credit	Descriptor Code: 4.604	Issued Date: 01/06/25
		Rescinds: 4.604	Issued: 06/04/24

1 ~~ELEMENTARY~~/MIDDLE SCHOOLS STUDENTS¹

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

5 HIGH SCHOOLS STUDENTS

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

9 DUAL ENROLLMENT/DUAL CREDIT

10 Students in grades ~~11~~9-12 may be allowed to participate in a dual enrollment program with local
11 colleges/universities/technical schools according to guidelines established by the Superintendent of
12 Schools.

13 EARLY GRADUATION

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

Legal References

[TCA 49-6-1202; State Board of Education Policy
2.102](#)

Cross References

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

Johnson City Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Graduation Requirements	Descriptor Code: 4.605	Issued Date: 06/04/24
		Rescinds: 4.605	Issued: 01/03/22

1 To meet the requirements for graduation, a student shall have attained an approved attendance, conduct
2 and subject matter record which covers a planned program of education, and this record shall be kept on
3 file in the high school.

4 The program of studies shall include areas and content in these areas within State Board of Education
5 Regulations and shall be flexible enough to facilitate progress from one stage of development to another,
6 thus providing for more effective student achievement.

7 The pattern of courses which shall be required of all students in grades nine (9) through twelve (12) shall
8 be in accordance with the Rules and Regulations of the State Board of Education and the Board of
9 Education.

10 Except in the instance identified in policy 4.203, a student must attend high school during the school
11 year in which ~~he~~ **they** intends to graduate. Exceptions to this may be approved by the principal or
12 Superintendent **of Schools** subject to an effective program being planned in advance with parent
13 concurrence.

14 ~~Before graduation~~ **To obtain a traditional high school diploma**, every student shall:¹

- 15 1. Achieve the specified units of credit;
- 16 2. Take the required end-of-course exams;
- 17 3. Have satisfactory records of attendance and conduct;
- 18 4. Take either the SAT or the ACT;²
- 19 5. Pass a United States Civics test;³ and
- 20 6. Complete the required community service.

26 ~~SPECIAL EDUCATION STUDENTS~~⁴

27 ~~A regular high school diploma will be awarded to students who:~~

- 28 1. ~~Earn the specified 22 units of credit;~~
- 29 2. ~~Have satisfactory records of attendance and conduct.~~

31 *Special Education Diploma*

1

2 A special education diploma shall be awarded to students who have not met the requirements for a regular
3 high school diploma⁵ but have:

- 4 1. Completed four (4) years of high school;
- 5
- 6 2. Satisfactorily completed an individualized education program; and
- 7
- 8 3. Satisfactory records of attendance and conduct.

9 ***Occupational Diploma***

10 Special education students who do not meet the requirements for a regular high school diploma may be
11 awarded an occupational diploma if the student has:^{1,4}

- 12 1. Completed at least four (4) years of high school;
- 13
- 14 2. Made satisfactory progress on their IEP;
- 15
- 16 3. Maintained satisfactory records of attendance and conduct;
- 17
- 18 4. Completed the occupational diploma Skills, Knowledge, and Experience Mastery Assessment
19 (SKEMA); and
- 20
- 21 5. Has two (2) years of paid or non-paid work experience.

22 The decision to attain an occupational diploma shall be made at the conclusion of the student's 10th grade
23 year or two (2) academic years prior to the expected graduation date.

24 ***Alternate Academic Diploma***

25 Special education students who do not meet the requirements for a regular high school diploma may be
26 awarded an alternate academic diploma if the student has:⁴

- 27 1. Completed at least four (4) years of high school;
- 28
- 29 2. Participated in the high school alternate assessments;
- 30
- 31 3. Earned the prescribed twenty-two (22) credit minimum;
- 32
- 33 4. Made satisfactory progress on their IEP;
- 34
- 35 5. Maintained satisfactory records of attendance and conduct; and
- 36
- 37 6. Completed a transition assessment that measures postsecondary education and training,
38 employment, independent living, and community involvement.

39 **CREDIT REQUIREMENTS**

1 Students must earn a minimum of twenty-eight (28) credits for graduation with a Johnson City
2 School's Diploma. Students earning only the state required twenty two (22) credits will receive a
3 Tennessee State Diploma. Hardship or gifted cases may be appealed by the student to the
4 Superintendent of Schools with further appeal to the Board.⁶

5 **MOVE ON WHEN READY⁷**

6 High school students shall be permitted to complete an early graduation program. Students intending to
7 graduate early shall inform the school principal of this intent prior to the beginning of 9th grade or as
8 soon thereafter as the intent is known.

9 In order to graduate early, students shall meet the following requirements:

- 10 1. Earn the required seventeen (17) credits;
- 11 12 2. Achieve a benchmark score for each required end-of-course exam;
- 13 14 3. Attain a cumulative GPA of at least 3.2 on a 4.0 scale;
- 15 16 4. Meet the minimum ACT or SAT benchmark score;
- 17 18 5. Obtain a qualifying benchmark score on a world language proficiency assessment; and
- 19 20 6. Complete at least two (2) types of the following courses:
 - 21 a. AP;
 - 22 b. Dual enrollment; or
 - 23 c. Dual credit.

25 The Superintendent of Schools/designee shall develop administrative procedures to ensure that the
26 early graduation program is conducted in accordance with state law.

27 **COMMUNITY SERVICE REQUIREMENT**

28 Students who graduate from Johnson City Schools with a traditional high school diploma must have
29 completed forty (40) hours of community service **as a high school student** prior to graduation unless
30 modified by the Board. Community service hours will be prorated at ten (10) hours per year for
31 students who do not attend a full four years in Johnson City Schools. The community service hours
32 must be completed outside the regular school day. As hours are completed, students must submit a
33 signed verification form to their counselor so that hours can be logged. A verification form is available
34 at the main high school office, ~~and~~ the **high school** counseling offices, and online.

35 The choice of organizations used to acquire hours is the responsibility of the student/parent. If a
36 student needs assistance in locating volunteer opportunities, a list of possible organizations is available
37 at each school office.

- 1 The Johnson City School System is not liable for students during community service activities. It is
- 2 the responsibility of the student/parent to select opportunities that will be most beneficial to the
- 3 individual student and the community.

Legal References

1. [TCA 49-6-6001](#); [State Board of Education Policy 2.103](#);
[TRR/MS 0520-01-03-.06](#)
2. [TCA 49-6-6001\(b\)](#); [State Board of Education Policy 2.103](#)
3. [TCA 49-6-408](#); [State Board of Education Policy 2.103](#)
4. [TRR/MS 0520-01-03-.06](#); [State Board of Education Policy 2.103](#)
5. [TCA 49-6-6005](#); [State Board of Education Policy 2.103](#)
6. [TRR/MS 0520-01-03-.06\(18\)](#)
7. [TCA 49-6-8103](#); [State Board of Education Policy 2.103](#)

Cross References

Class Size Ratios 4.201
Alternative Credit Options 4.209
Honor Roll, Awards, & Class Ranking 4.602

Johnson City Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Graduation Activities	Descriptor Code: 4.606	Issued Date: 06/04/24
		Rescinds: 4.606	Issued: 01/03/22

1 High school graduation day will be the first Saturday following the last scheduled day of school **for**
2 **seniors beginning with the class of 2027** unless otherwise approved by the Board of Education.

3
4 Students who have met all graduation requirements on the day of graduation may participate in
5 graduation activities.

6
7 Students are expected to participate in all graduation activities. Graduation apparel shall be determined
8 by the administration and shall be the personal expense of each student. Any fees required for
9 graduation ceremonies shall be waived for students who are eligible to receive free or reduced price
10 lunches, and in such cases, the school shall assume responsibility for payment of fees.²

11
12 Graduation ceremonies shall be handicap accessible to all students, their parents and/or guardians, and
13 other interested citizens.³

14
15 Students who do not wish to participate in graduation activities shall notify the school principal in
16 writing at least five (5) days prior to the day of graduation. Non-participating students shall receive
17 their diplomas or certificates from the principal's office within one (1) week after the day of
18 graduation.

19 There shall be no sponsorship of a baccalaureate service or other activity which is religious in nature
20 by the Board or its employees, and no school funds, including paid staff time, will be used for such
21 activities. The ceremony and all activities shall not be religious in nature. The content of any
22 students' speeches will not reflect the endorsement, sponsorship, position or expression of the school,
23 employees, or the Board.⁴

24
25 Students graduating with distinction and state honors will be recognized at graduation.⁵ Additionally,
26 ~~principals shall ensure that~~ high school students who voluntarily complete at least ten (10) hours of
27 community service each semester ~~are~~ **shall be** recognized during the graduation ceremony.

Legal References

1. [TCA 49-6-405\(b\)\(2\)](#)
2. [TCA 49-2-114](#)
3. [28 CFR § 36.201](#)
4. [Lee v. Weisman, 505 U.S. 577\(1992\), 112 S. Ct. 2649, 120 L. Ed. 2d 467 \(1992\)](#)
5. [State Board of Education Policy 2.103; TCA 49-6-6010](#)

Cross References

Grievance Procedures for Qualified Individuals with Disabilities 1.802
Student Fees and Fines 6.709

Johnson City Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: <h2 style="text-align: center;">Waivers of Statute, Rules and Regulations</h2>	Descriptor Code: <h3 style="text-align: center;">4.607</h3>	Issued Date: <h3 style="text-align: center;">12/01/08</h3>
		Rescinds:	Issued:

1 If the Board determines that it is in the best interest of the school ~~district~~ **system**, **an** application may
 2 be made to the ~~e~~**C**ommissioner of ~~e~~**E**ducation for a waiver of any state board rule or regulation that
 3 inhibits or hinders the Board's ability to implement programs designed to improve student
 4 achievement.¹ However, the Board will not seek a waiver from those rules and regulations that are
 5 specifically excluded by state law.

6 Further, the Board may request from the Commissioner of Education a waiver of state law, rule or
 7 regulation from maximum class sizes in the event a natural disaster has caused displaced students to
 8 become enrolled in the school ~~district~~ **system**.²

Legal References

1. TCA 49-1-201(d)(1)
2. TCA 49-1-104(f)

Johnson City Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Testing Programs	Descriptor Code: 4.700	Issued Date: 01/06/25
		Rescinds: 4.700	Issued: 12/09/19

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

3 The purposes of the program shall be to:

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

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

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

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

3 **WEIGHTING TCAP SCORES**

4 TCAP⁴ and EOC⁵ scores will be included in students' final grades as 15% of the student's final
5 average. The system uses the state approved cube root methodology to determine scores.

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

8 **INTEREST INVENTORIES AND CAREER ASSESSMENTS⁶**

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

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

14 **TESTING INFORMATION AND PARENTAL CONSENT**

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

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

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

- 23 1. The name of the test;
- 24 2. The purpose and use of the test;
- 25 3. The grade or class in which the test will be administered;
- 26 4. The tentative date or dates that the test will be administered;
- 27 5. The time and manner in which parents and students will be notified of the results of the test;
- 28 6. How parents can access the questions and answers on their student's state-required tests; and
- 29 7. If a ~~board~~ **school system** mandated test, how the test complements and enhances student
30 instruction and learning and how it serves a purpose distinct from state-required tests;
- 31 32
- 33 34
- 35 36

- 1 Testing information shall also be placed in student handbooks or other school publications that are
- 2 provided to parents on an annual basis.

Legal References

1. [TCA 49-10-108](#)
2. [20 USCA § 1232g](#)
3. [TRR/MS 0520-01-03-.03\(10\)](#)
4. [TCA 49-1-617](#); [State Board of Education Policy 2.102](#)
5. [TRR/MS 0520-01-03-.03\(10\)](#); [State Board of Education Policy 2.103](#); [TCA 49-1-617](#)
6. [TCA 49-6-412](#)
7. [TCA 10-7-504\(a\)\(4\)\(A\)](#)
8. [TCA 49-6-6007](#); [State Board of Education Policy 2.102](#); [State Board of Education Policy 2.103](#)

Cross References

- Student Surveys, Analyses, and Evaluations 6.4001
- Student Records 6.600

Johnson City Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Maintaining Test Security	Descriptor Code: 4.701	Issued Date: 01/05/15
		Rescinds: 4.701	Issued: 01/07/13

1 A system testing coordinator shall be responsible for administering, monitoring and maintaining
 2 security of all standardized tests to be administered within the school system. The principal/designee
 3 of each school shall serve as, ~~or designate a school system employee to serve as,~~ the building testing
 4 coordinator who shall be responsible for the administrating, monitoring and maintaining security of all
 5 tests given in his school.

6 Testing coordinators, test administrators and proctors shall be required to sign a statement that the
 7 security measures and testing procedures were followed.¹

8 The Superintendent of Schools/designee shall report within 24 hours a breach of security to the State
 9 Department of Education Office of Accountability and any testing irregularity to the Division of State
 10 Testing. In any class, grade, and/or school where a security breach is suspected or verified, central
 11 office staff will be present during subsequent administration of tests for a period of two years.

12 Any person found to have willfully violated test security guidelines shall be placed on immediate
 13 suspension and such actions will be grounds for dismissal. Such action shall also be grounds for
 14 revocation of state license.¹

Legal References

1. TCA 49-1-607

Johnson City Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Evaluations of Instructional Program	Descriptor Code: 4.702	Issued Date: 01/04/16
		Rescinds: 4.702	Issued: 12/01/08

- 1 A variety of assessment resources including state mandated comprehensive test results should be
- 2 utilized in the evaluation of the curriculum. It shall be the responsibility of the Superintendent of
- 3 Schools/designee to report annually to the Board of Education on the progress the schools are making
- 4 toward the attainment of its educational goals.

- 5 In order to facilitate instructional improvement, all major programs and curriculum changes will be
- 6 evaluated. The evaluation timelines will be established when the major programs and curriculum
- 7 changes are approved by the Board.

Cross References

School District Goals & Objectives 1.700
 Curriculum Development 4.200
 Evaluation 5.109

Johnson City Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Controversial Materials	Descriptor Code: 4.801	Issued Date: 06/04/24
		Rescinds: 4.801	Issued: 01/03/22

1 Parent(s)/**Guardian(s)** may request that a student not be required to read a book, use certain materials,
2 or participate in an activity. If the request to the teacher is denied then a written request may be
3 submitted on the appropriate form to the principal and the procedure outlined in Board of Education
4 policy 4.403- Reconsideration of Instructional Materials and Textbooks should be followed.
5

6 No student who is granted such a request shall be penalized academically for their failure to participate
7 in an activity, read a book or use certain materials.
8

9 The final decision concerning the use of all materials and textbooks shall rest with the Board.

Cross References

Instructional Standards 4.101
Textbooks and Instructional Materials 4.400
Reconsideration of Instructional Materials and Textbooks
4.403
Use of the Internet 4.406
School and System Websites 4.407
Controversial Issues 4.800

Johnson City Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Student Equal Access (Limited Public Forum)	Descriptor Code: 4.802	Issued Date: 06/04/24
		Rescinds: 4.802	Issued: 01/04/18

1 STUDENT MEETINGS

2 Schools may allow students to form clubs or groups that meet before, during, and/or after the school
3 day. Requests to form such clubs or groups shall not be denied based upon the religious nature or
4 beliefs of proposed club or group. If permitted, school administrators shall ensure that all clubs and
5 groups have the same abilities to access facilities and advertise their meetings.¹

6 No funds shall be expended by the school for any such meeting beyond the incidental costs associated
7 with providing meeting space. Groups meeting under this policy may be required to pay a reasonable
8 fee for compensating school personnel in the supervision of the activity.

9 No student may be compelled to attend or participate in a meeting under this policy.

10

11 A student or a group of students who wish to conduct a meeting under this policy must file an
12 application with the principal at least three days prior to the proposed date.

13 The principal shall approve the meeting if they determine that:¹

14

1. The meeting is voluntary and student-initiated;

15

16 2. There is no sponsorship of the meeting or its content by the school, the ~~board~~ **Board of**
17 **Education**, or its employees;

18

19 3. The meeting will not materially and substantially interfere with the orderly conduct of the
20 school's educational activities or conflict with other previously scheduled meetings;

21

22 4. Employees of the ~~district~~ **school system** are to be present in a non-participatory monitoring
23 capacity; however, no employee shall be required to attend in this capacity if the content of the
24 meeting is contrary to the beliefs of the employee; and

25

26 5. Non-school persons will not direct, control or regularly attend.

27 Subject to the act's provisions, a student shall be permitted to voluntarily:²

28

1. Pray in a public school, vocally or silently, alone or with other students to the same extent and
29 under the same circumstances as a student is permitted to vocally or silently reflect, meditate,
30 or speak on non-religious matters alone or with other students in such public school;

31

- 1 2. Express religious viewpoints in a public school to the same extent and under the same
2 circumstances as a student is permitted to express viewpoints on non-religious topics or
3 subjects in such school;
- 4
- 5 3. Speak to and attempt to share religious viewpoints with other students in a public school to the
6 same extent and under the same circumstances as a student is permitted to speak to and attempt
7 to share non-religious viewpoints with other students; and
- 8
- 9 4. Possess or distribute religious literature in a public school, subject to reasonable time, place,
10 and manner restrictions to the same extent and under the same circumstances as a student is
11 permitted to possess or distribute literature on non-religious topics or subjects in such school.

12 **SCHOOL SPONSORED EVENTS³**

13 If the board or a school principal authorizes an event at which a student is to speak, a limited public
14 forum shall be established for such student speakers. The appropriate administrators shall ensure that:

- 15 1. The forum is provided in a manner that does not discriminate against a student's voluntary
16 expression of a religious viewpoint, if any, on an otherwise permissible subject;
- 17
- 18 2. There is an appropriate method of selecting student speakers which is based on neutral criteria;
- 19
- 20 3. Student speakers do not engage in speech that is obscene, vulgar, offensively lewd, indecent or
21 promotes illegal drug use.

22 To the extent possible and practical, prior to events in which students will speak, notice shall be
23 provided orally and/or in writing that the student's speech does not reflect the endorsement,
24 sponsorship, position, or expression of the board and its employees.

25 Notice of this policy shall be provided in student handbooks and staff handbooks.

Legal References

1. [20 USCA § 4071](#); [Bd. Of Educ. v. Mergens ex rel. Mergens](#), 496 U.S. 226 (1990); [TCA 49-6-1805](#)
2. [TCA 49-6-2904\(b\)](#)
3. [TCA 49-6-1803](#)

Cross References

Recognition of Religious Beliefs 4.803
Prayer and Period of Silence 4.805

Johnson City Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: <h2 style="text-align: center;">Recognition of Religious Beliefs, Customs, & Holidays</h2>	Descriptor Code: <h3 style="text-align: center;">4.803</h3>	Issued Date: <h3 style="text-align: center;">12/07/09</h3>
		Rescinds: <h3 style="text-align: center;">4.803</h3>	Issued: <h3 style="text-align: center;">12/01/08</h3>

1 No religious belief or nonbelief shall be promoted by the school system or its employees, and none
 2 shall be belittled. All students and staff members shall be tolerant of each other's views. The school
 3 system shall seek to foster understanding and mutual respect among students and parents, whether it
 4 involves race, culture, economic background or religious beliefs.¹ In that spirit of tolerance, students
 5 and staff members shall be excused from participating in practices which are contrary to their religious
 6 beliefs.

7 RELIGIOUS HOLIDAYS

8 Observance of religious holidays² shall be as follows:

- 9 1. The several holidays throughout the year which have both a religious and a secular basis may
 10 be observed in the public schools;³
- 11 2. The historical and contemporary values and the origin of religious holidays may be explained
 12 in an unbiased and objective manner without sectarian indoctrination;
- 13 3. Music, art, literature and drama having religious themes or basis are permitted as part of the
 14 curriculum for school-sponsored activities and programs if presented in a prudent and objective
 15 manner and as a traditional part of the cultural and religious heritage of the particular holiday;
 16
- 17 4. The use of religious symbols that are part of a holiday are permitted as a teaching aid or
 18 resource, provided such symbols are displayed as an example of the cultural and religious
 19 heritage of the holiday and are temporary in nature; and
 20
- 21 5. The school ~~district~~ **system**'s calendar shall be prepared so as to minimize conflicts with
 22 religious holidays.
 23
 24

Legal References

1. TCA 49-6-2901 through 2906
2. *Florey v. Sioux Falls Sch. Dist.*, 619 F. 2d 1311 (8th Cir. 1980)
3. TCA 49-6-3016

Cross References

Staff Community Relations 5.606
 Attendance 6.200

Johnson City Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: <h2 style="text-align: center;">Religious Content of Courses</h2>	Descriptor Code: <h3 style="text-align: center;">4.804</h3>	Issued Date: <h3 style="text-align: center;">04/06/17</h3>
		Rescinds: <h3 style="text-align: center;">4.804</h3>	Issued: <h3 style="text-align: center;">12/04/09</h3>

1 ~~It is essential that~~ The teaching about religion and not of a religion shall be conducted in a factual,
 2 objective and respectful manner in accordance with the following guidelines:

- 3 1. Music, art, literature, or drama with a religious theme or basis is permitted as part of the
 4 curriculum for school-sponsored activities and programs provided it is integral to the learning
 5 experience in the various fields of study and is presented objectively;
- 6 2. The inclusion of religion shall be for educational purposes only;¹
- 7 3. The emphasis on religious themes in the arts, literature and history should be only as extensive
 8 as necessary for a balanced and comprehensive study of these areas. Such studies shall never
 9 foster any particular religious tenets or demean any religious beliefs; and
- 10 4. Student-initiated expressions to questions or assignments which reflect their beliefs or non-
 11 beliefs about a religious theme shall be accommodated. For example, students are free to
 12 express religious belief or non-belief in compositions, art forms, music, speech and debate.

Legal References

1. Public Acts of 2016, Chpt 660

Cross References

Basic Program 4.201

Johnson City Board of Education

Monitoring: Review: Annually, in March	Descriptor Term: Attendance	Descriptor Code: 6.200	Issued Date: 05/05/25
		Rescinds: 6.200	Issued: 05/07/24

1

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

4

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

7

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

9

10

1. All accounting and reporting procedures and their dissemination;

11

12

2. Alternative program options for students who severely fail to meet minimum attendance
13 requirements;

14

15

3. Ensuring that all school age children attend school;

16

17

18

4. Providing documentation of enrollment status upon request for students applying for new or
19 reinstatement of driver's permit or license; and

20

21

4. Notifying the Department of Safety whenever a student with a driver's permit or license
22 withdraws from school.²

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

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

1. Personal illness/injury;

2. Illness of immediate family member;

3. Death in the family;

4. Extreme weather conditions;

- 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~~ **system** provides transportation, unexcused absences from

34 these 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~~ **school system** and

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

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

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

1 policies and procedures when registering their child for school, flyers, incentives for attendance,
2 annual 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:~~ a 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.

7 **ATTENDANCE HEARING¹⁰**

8
9 Students with excessive (more than five (5)) unexcused absences or those in danger of
10 credit/promotion denial shall have the opportunity to appeal to an attendance hearing committee
11 appointed by the principal. If the student chooses to appeal, the student or his/her parent(s)/guardian(s)
12 shall be provided written or actual notice of the appeal hearing and shall be given the opportunity to
13 address the committee. The committee will conduct a hearing to determine if any extenuating
14 circumstances exist to excuse an absence(s) or to determine if the student has met attendance
15 requirements that will allow him/her to pass the course or be promoted. Upon notification of the
16 attendance committee decision, the principal shall send written notification to the Superintendent of
17 Schools/designee and the parent(s)/guardian(s) of the student of any action taken regarding the
18 excessive unexcused absences. The notification shall advise parent(s)/guardian(s) of their right to
19 appeal such action within two (2) school days to the Superintendent of Schools/designee.

20
21 The appeal shall be heard no later than ten (10) school days after the request for appeal is received.

22
23 Within five (5) school days of the Superintendent of Schools/designee rendering a decision, the
24 student's parent(s)/guardian(s) may request a hearing by the Board, and the Board shall review the
25 record. Following the review, the Board may affirm or overturn the decision of the Superintendent of
26 Schools/designee. The action of the Board shall be final.

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 March	Descriptor Term: School Admissions	Descriptor Code: 6.203	Issued Date: 08/05/24
		Rescinds: 6.203	Issued: 04/04/22

1 Any student entering a Johnson City school for the first time must meet the requirements of all state
2 and federal laws applicable to school admissions. To be enrolled a student must reside in the City of
3 Johnson City or must meet the conditions required for a non-resident student.

4 Any students entering school for the first time must present:

- 5 1. Proof of Age Affidavit;¹
- 6
- 7 2. Evidence of a current medical examination²; and
- 8
- 9 3. Evidence of state-required immunization or exemption as authorized by state law.³

10 The name used on the records of a student entering school must be the same as that shown on the birth
11 certificate unless evidence is presented that such name has been legally changed through a court as
12 prescribed by law. If the parent/**guardian** does not have or cannot obtain a birth certificate, then the
13 name used on the records of such student will be the same as that shown on documents which are
14 acceptable to the school principal as proof of date of birth.⁴

15 A child whose care, custody and support has been assigned to a resident of the ~~district~~ **school system**
16 by a properly executed and valid power of attorney or order of the court shall be enrolled in school
17 provided appropriate documentation has been filed with the ~~district~~ **school system** office.⁵

18 A student may transfer into the school system at any time during the year if their parent(s)/**guardian(s)**
19 makes a bonafide move and change of residence into the city limits of Johnson City.

20 **ADJUDICATED DELINQUENT STUDENT**⁶

21 A principal ~~or principal's~~ /designee may ask a parent/guardian in writing if their student has been
22 adjudicated delinquent for an offense listed in TCA 49-6-3051 within thirty (30) days of the student
23 first enrolling in the school and when any such student:

- 24 1. Resumes school attendance after suspension, expulsion, or adjudication of delinquency; or
- 25
- 26 2. Changes schools within this state.

27 This information shall be shared only with school employees who have responsibility for classroom
28 instruction of the student, the school counselor, social worker, or psychologist who is developing a
29 plan for the student while in the school, and the school resource officer. Such information is otherwise

- 1 confidential and shall not be released to others, and the written notification shall not become a part of
2 the student's record.⁷

Legal References

1. [TCA 49-6-3008\(b\)](#)
2. [TRR/MS 0520-01-13-.01\(1\)\(a\); 20 USCA § 1232h\(c\)](#)
3. [TCA 49-6-5001\(c\)](#)
4. [TCA 49-6-5106](#)
5. [TCA 49-6-3001\(c\)\(6\)](#)
6. [TCA 37-1-153\(e\), 154; TCA 49-6-3051; Public Acts of 2024, Chapter No. 721](#)
7. [TCA 49-6-3051\(d\)](#)

Cross References

Attendance of Non-Resident Students 6.204
Homeless Students 6.503
Student Records 6.600

3

Johnson City Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: <h2 style="text-align: center;">Attendance of Non-Resident Tuition Students</h2>	Descriptor Code: 6.204	Issued Date: 05/05/25
		Rescinds: 6.204	Issued: 05/07/24

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

33 Tuition students may be admitted after the start of the school year on a space available basis with
 34 the 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
Students from Military Families 6.506

Johnson City Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Student Assignment	Descriptor Code: 6.205	Issued Date: 05/05/25
		Rescinds: 6.205	Issued: 05/07/24

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 Pupil assignments shall be on a space available basis:

7	1st Priority	In zone students
8	2nd Priority	Transfer students already enrolled and in good standing
9	3rd Priority	Siblings of enrolled transfer students
10	4th Priority	New transfer students
11	5th Priority	Tuition students already enrolled and in good standing
12	6th Priority	New tuition students (Includes siblings of present students)

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

15 All children of **full-time** school system ~~certified~~ personnel will be afforded the rights of in-district
16 priority related to applications, admissions and transfers, but will be subject to the payment of tuition
17 when applicable.

18 TO CLASSES

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

20 Students who enter the system from another school system are to be placed by the principal in the
21 grade and/or level as indicated by records from the former school. If the student's placement is
22 inappropriate in the grade or level assigned, they may be reassigned by the principal to another grade
23 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: 05/05/25
		Rescinds: 6.206	Issued: 05/07/24

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

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

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

14 **POST ENROLLMENT**¹

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

17 **CHANGE IN RESIDENCE**

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

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

Legal References

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

Cross References

Student Assignments 6.205
Homeless Students 6.503
Students in Foster Care 6.505

Johnson City Board of Education

123Monitoring: Review: Annually, in April	Descriptor Term: <h2 style="text-align: center;">Release During School Hours</h2>	Descriptor Code: <h3 style="text-align: center;">6.208</h3>	Issued Date: <h3 style="text-align: center;">05/07/24</h3>
		Rescinds: <h3 style="text-align: center;">6.208</h3>	Issued: <h3 style="text-align: center;">04/03/23</h3>

- 1 The following procedures will be observed with regard to dismissal of students:
- 2 1. No student will leave school prior to regular dismissal hours, except with the approval of the
- 3 principal/designee and parent. PreK through 8th grade students will be permitted to leave
- 4 school prior to regular dismissal time only in the company of a parent, legal guardian, school
- 5 employee, police officer, court officer, or a person designated in writing by the parent(s)/
- 6 guardian(s). Parents/guardians of high school students must follow the procedures set out in
- 7 the school’s student handbook in regard to early dismissals.
- 8
- 9 2. No student will be sent from the school during school hours to perform an errand or act as a
- 10 messenger.
- 11
- 12 3. When dental and medical appointments cannot be scheduled outside school hours,
- 13 parents/guardians of PreK through 8th grade students must send a written request for dismissal
- 14 or pick up the student in person. Parents/guardians of high school students must follow the
- 15 procedures set out in the school’s student handbook.
- 16
- 17 4. Students will be released only upon the request of the parent whom the court holds directly
- 18 responsible for the child, or who is the parent or guardian registered on the school record.
- 19
- 20 5. No principal or teacher shall permit a change in the physical custody of a child at school unless:
- 21 a. The person seeking custody of the child presents the school official with a certified
- 22 copy of a valid court order from a Tennessee court designating the person who has
- 23 custody of the child; and
- 24 b. The person seeking custody gives the school official reasonable advance notice of his
- 25 intent to take custody of the child at school;¹ and
- 26 c. The person seeking custody adequately identifies himself.
- 27
- 28 6. High school students may be released for dual enrollment classes, jobs, and approved training
- 29 at centers outside their home schools under policies approved by the Board of Education.²
- 30
- 31 7. No students will be released during a hard lock down.

Legal References

1. [TCA 36-6-105](#)
2. [TRR/MS 0520-01-03-.03\(9\)](#); [State Board of Education Policy 2.103\(IV\)](#)

Cross References

Child Custody/Parental Access 6.209

Johnson City Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Child Custody/Parental Access	Descriptor Code: 6.209	Issued Date: 05/05/25
		Rescinds: 6.209	Issued: 05/07/24

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

5 Parents/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
7 the non-custodial parent's right to be kept informed of the student's progress and activities. If
8 restrictions are made relative to the rights of the non-custodial parent, the custodial parent must submit
9 a certified copy 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: Student Code of Conduct	Descriptor Code: 6.300	Issued Date: 05/07/24
		Rescinds: 6.300	Issued: 04/03/23

1 The Superintendent of Schools shall be responsible for the overall implementation and supervision of
2 the Board of Education’s Student Code of Conduct and shall ensure that students at all schools are
3 subject to a uniform and fair application of the Code. The Board shall annually review and approve the
4 Student Code of Conduct.

5 The principal of each school shall be responsible for implementation and administration in their school
6 and shall apply the Code uniformly and fairly to each student at the school without partiality and
7 discrimination.

8 A copy of the Code shall be posted on the ~~S~~school ~~S~~system’s website and school counselors shall be
9 supplied copies for discussion with students. The ~~e~~Code shall be referenced in all school handbooks.
10 All teachers, administrative staff and parents/guardians shall be provided access to the Code
11 annually.¹

Legal References

1. [TCA 49-6-4002](#)

Johnson City Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Questioning Students and Searches	Descriptor Code: 6.303	Issued Date: 09/04/25
		Rescinds: 6.303	Issued: 04/03/23

1 QUESTIONING BY SCHOOL PERSONNEL

2 Students may be questioned by teachers and/or principals about any matter pertaining to the operation
3 of the school and/or the enforcement of its rules. Questioning must be conducted discreetly and under
4 circumstances which will avoid unnecessary embarrassment to the student being questioned. Any student
5 answering falsely, evasively or refusing to answer appropriate and pertinent questions may be subject to
6 disciplinary action, including suspension.

7 If a student is suspected or accused of misconduct or infraction of the Student Code of Conduct, the
8 principal may interrogate question the student, without the presence of parent(s)/guardian(s) or legal
9 custodians and without giving the student constitutional warnings.

10 School personnel have a duty to report any reasonable suspicion that a student is carrying, or has carried,
11 a weapon or is violation, or has violated, a provision of the Tennessee Drug Control Act to the
12 principal/designee or the appropriate authorities.¹

13 INTERROGATIONS BY POLICE (AT ADMINISTRATOR'S REQUEST)

14 If the principal/school system administrator has requested assistance by the police department to
15 investigate a crime involving a school, the police shall have permission to interrogate a student suspect
16 in school during school hours. The principal/designee shall first attempt to notify the
17 parent(s)/guardian(s) or legal custodians of the student of the intended interrogation, unless
18 circumstances require otherwise. The interrogation may proceed without attendance of the
19 parent(s)/guardian(s) or legal custodians. The principal or their designee shall be present during the
20 interrogation. Parent(s)/Guardian(s) shall be notified within 24 hours following any interrogation, unless
21 circumstances require otherwise.

22 POLICE-INITIATED INTERROGATIONS

23 If the police deem circumstances of sufficient urgency to interrogate students at school for crimes
24 committed outside of school hours, the police department shall first contact the principal regarding the
25 planned interrogation and inform them of the probable cause to investigate within the school. The
26 principal/designee shall make reasonable effort to notify the parent(s)/guardian(s) or legal custodians of
27 the interrogation, unless circumstances require otherwise. The interrogation may proceed without
28 attendance of the parent(s)/guardian(s) or legal custodians. The principal/designee shall be present
29 during the interrogation.

30 SEARCHES BY SCHOOL PERSONNEL

1 The school principal shall authorize all searches at the outset per state law.² All principal initiated
 2 searches shall be conducted by a school security officer or a school administrator who has completed the
 3 state required training.³ The following conditions shall apply to principal initiated searches:

- 4 1. All the following standards of reasonableness must be met:
 - 5 a. A particular student has violated school policy;
 - 6 b. The search will yield evidence of the violation of school policy or will lead to finding
 7 dangerous weapons, drugs, or drug paraphernalia;
 - 8 c. The search is in pursuit of legitimate interests of the school in maintaining order,
 9 discipline, safety, supervision, and education;
 - 10 d. The search is not conducted for the sole purpose of discovering evidence to be used in
 11 criminal prosecution; and
 - 12 e. The search shall be reasonably related to the objectives of the search and not excessively
 13 intrusive considering the age and sex of the student as well as the nature of the alleged
 14 infraction;⁴
- 15 2. A school administrator shall be on-site at any principal-initiated search;
- 16 3. A school administrator shall oversee the search and may end the search at any time; and
- 17 4. If a student is under the age of eighteen (18), the principal must notify the student's parent or
 18 guardian within a reasonable time of the search³

19 If a school resource officer searches a student, based on having probable cause, the principal shall notify
 20 the Superintendent of Schools/designee.⁵

21 In order to ensure a safe and secure learning environment, the Superintendent of Schools shall develop
 22 procedures regarding the searching of students, lockers, vehicles, and containers which are consistent
 23 with state law. The Superintendent shall develop additional procedures to ensure compliance with all of
 24 the provisions of the School Security Act of 1981.⁶

25

Legal References

1. [TCA 49-6-4203\(b\)](#)
2. [TCA 49-6-4204\(a\)](#); [TCA 49-6-4205\(a\)](#)
3. [Public Acts of 2025, Chapter No. 244](#)
4. [TCA 49-6-4205\(b\)](#)
5. [State v. R.D.S., No. M200801724COAR3JV, 2009 WL 2136324, at *1 \(Tenn. Ct. App. July 16, 2009\)](#)
6. [TCA 49-6-4201](#); [Tenn. Op. Att'y Gen. No. 14-21 \(February 24, 2014\)](#)

Cross References

- Traffic and Parking Controls 3.403
 Procedural Due Process 6.302
 Reporting Child Abuse 6.409

Johnson City Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Disruption of School and Student Activities	Descriptor Code: 6.306	Issued Date: 05/05/25
		Rescinds: 6.306	Issued: 04/04/22

- 1 A student shall not cause the disruption, interference or obstruction of any school activity while on school
2 property, during **instructional time, including** virtual instruction, in school vehicles or buses, or at any
3 school-sponsored activity, function or event, whether on or off campus. Neither shall they urge others
4 to engage in such 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~~ **discipline** ranging from verbal
15 reprimand to suspension or expulsion dependent on the severity of the offense and the offender's prior
16 record.²

Legal References

1. [TCA 49-6-2804](#)
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: <h2 style="text-align: center;">Dress Code</h2>	Descriptor Code: 6.310	Issued Date: 04/04/22
		Rescinds: 6.310	Issued: 04/05/21

- 1 Students shall dress in a clean, neat and modest manner so as not to distract from or interfere with the
- 2 operation of the school.

- 3 More specific guidelines appropriate for each school may be developed and published in the student
- 4 handbook.¹

- 5 When a student is attired in a manner which is likely to cause disruption or interference with the operation
- 6 of the school, the principal/designee shall take appropriate action, which may include suspension.

Legal References

1. TCA 49-1-302(j); TCA 49-6-4215(a)(1)

Cross References

Methods of Discipline 6.313

Johnson City Board of Education

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

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

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

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

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

15
16 In addition, the system may withhold the grades, diploma, and/or transcript of the student responsible
17 for vandalism or theft or otherwise incurring any debt to a school until the student or the student's
18 parent(s) ~~or~~/guardians(s) has paid for the damages.¹ ~~When the minor and parent are unable to pay for~~
19 ~~the damages, the system shall provide a program of restitution work for the minor. Upon completion~~
20 ~~of the work, the student's grades, diploma, and/or transcripts shall be released. Such sanctions shall~~
21 ~~not be imposed if the student is not at fault.~~

Legal References

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

Cross References

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

Johnson City Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Methods of Discipline	Descriptor Code: 6.313	Issued Date: 05/07/24
		Rescinds: 6.313	Issued: 04/04/22

1 **DISCIPLINARY ACTIONS**

2 The following methods of discipline are recognized and approved for use with students who choose to
3 disrupt the academic processes:

- 4 • verbally correcting the student
- 5 • contacting a parent
- 6 • conference between student and teacher or administrator
- 7 • writing a contract
- 8 • restricting activities
- 9 • assigning work details
- 10 • requiring special assignments
- 11 • issuing demerits
- 12 • assigning behavior modification activities
- 13 • denying class privileges
- 14 • assigning detention ~~after school~~
- 15 • changing the student’s instructor
- 16 • suspending from school-sponsored activities
- 17 • placing in an alternative assignment
- 18 • suspending from the school bus
- 19 • suspending in-school
- 20 • suspending out-of-school
- 21 • prohibiting participation in field trips and extracurricular activities
- 22 • demanding restitution for lost, damaged or stolen property
- 23 • ~~restricting the honors the student is otherwise due~~
- 24 • withholding report cards
- 25 • prohibiting the student’s attendance at graduation exercises or other school functions
- 26 • ~~withholding transcripts~~
- 27 • expulsion

28 Corporal punishment shall not be used as a disciplinary measure in any school.

- 1 The Superintendent of Schools shall be responsible for developing and implementing in-service
- 2 training programs for teachers and staff in the use of alternative, positive measures of discipline.

3 **DISCIPLINARY RECORDS**

4 A disciplinary record which contains the name of the student, the type of misconduct, the type of
5 punishment administered, the name of the person administering the punishment, the name of the
6 witness present, and the date and time of punishment shall be maintained when any of the following
7 disciplinary actions are administered: suspending from the school bus; suspending in-school;
8 suspending out-of-school; prohibiting participation in field trips and extracurricular activities;
9 demanding restitution for lost, damaged or stolen property; withholding report cards; prohibiting
10 participation in school functions; and withholding transcripts.

11 Disciplinary records shall be filed in the school office and made available to parents or students,
12 whichever is appropriate.²

Legal References

1. [TCA 49-6-3401](#)
2. [TCA 10-7-504\(b\)](#)

Cross References

Procedural Due Process 6.302
Interference/Disruption of School Activities 6.306
Bus Conduct 6.308
Weapons and Dangerous Instruments 6.309
Dress Codes 6.310

Johnson City Board of Education

Monitoring: Review: Annually, in March	Descriptor Term: <h2 style="margin: 0;">Suspension</h2>	Descriptor Code: 6.316	Issued Date: 05/05/25
		Rescinds: 6.316	Issued: 05/07/24

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
- 9 13. One (1) or more students initiating a physical attack on an individual student on school property
10 or at a school activity, including travel to and from school;
- 11 14. Assault against a school employee as defined in state law;⁶
- 12 15. Off-campus criminal behavior resulting in felony charges;
- 13 16. When behavior poses a danger to persons or property or disrupts the educational process;
- 14 17. Any other conduct prejudicial to good order or discipline in any school.

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

17 If, as a result of an investigation, a principal/designee finds that a student acted in self-defense under a
18 reasonable belief that the student, or another to whom the student was coming to the defense of, may
19 have been facing the threat of imminent danger of death or serious bodily injury, then the student may
20 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 permitted
30 to take such final examinations or submit such required work as necessary to complete the course of
31 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 complete
34 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. [TCA 49-6-4002\(e\)](#)
6. [TCA 49-6-3401\(j\)](#); [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 May	Descriptor Term: Use of the Internet	Descriptor Code: 6.320	Issued Date: 05/07/24
		Rescinds: 6.320	Issued: 04/03/23

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

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

11 ~~Prohibited and illegal activities include but are not limited to the following.[†]~~

- 12 ~~1. Sending or displaying offensive or obscene messages or pictures~~
- 13
- 14 ~~2. Using obscene language~~
- 15
- 16 ~~3. Harassing, insulting, defaming, bullying or attacking others~~
- 17
- 18 ~~4. Damaging computers, computer systems, or computer networks~~
- 19
- 20 ~~5. Hacking or attempting unauthorized access to any computer or server~~
- 21
- 22 ~~6. Violation of copyright laws~~
- 23
- 24 ~~7. Trespassing in another's folders, work, or files~~
- 25
- 26 ~~8. Using another's password or other identity (impersonation)~~
- 27
- 28 ~~9. Use of the network for commercial purposes~~
- 29
- 30 ~~10. Using school or system computers for personal business~~
- 31
- 32 ~~11. Creating a false identity~~

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

4 ~~**E-MAIL**~~

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

Legal References

1. [TCA 39-14-602](#)
2. [TCA 10-7-512](#)

Cross References

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

Johnson City Board of Education

Monitoring: Review: Annually, in May	Descriptor Term: Student Counseling Program	Descriptor Code: 6.400	Issued Date: 05/07/24
		Rescinds: 6.400	Issued: 04/13/20

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

3 The program of counseling services shall include such services and activities as:

- 4 1. Orientation of parents and students to the school program;
- 5
- 6 2. Student referral and/or welfare provisions;
- 7
- 8 3. Collection and maintenance of student data and record systems;
- 9
- 10 4. Student program planning and placement;
- 11
- 12 5. Educational and occupational information for use by students, parents and teachers;
- 13
- 14 6. Scheduling student courses and resolving conflicts; and
- 15
- 16 7. Provide mental health services and counseling.

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

19 School administrators are authorized to work with ~~recognized groups~~ **approved organizations** who
20 may furnish special services to students.

Cross References

Graduation Requirements 4.605
Testing Programs 4.700

Johnson City Board of Education

Monitoring: Review: Annually, in May	Descriptor Term: Medicines	Descriptor Code: 6.405	Issued Date: 05/05/25
		Rescinds: 6.405	Issued: 05/07/24

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~~ nurse/designee will assist
3 in 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 Psychological Services	Descriptor Code: 6.406	Issued Date: 05/07/24
		Rescinds: 6.406	Issued: 04/05/16

1 The Superintendent of Schools will develop a program for making psychological services available to
2 all students.¹ Administrators of this program shall cooperate with other agencies in consultative
3 screening and assessment services.

4 All counseling staff shall respect the right of privacy of the students they counsel. Confidentiality shall
5 be maintained by the counselor except:

- 6 1. Where there is a clear and present danger to the student or other persons;
- 7
- 8 2. To consult with a psychologist when it is in the best interests of the student; or
- 9
- 10 3. When the student and/or parent waives this privilege in writing.

11 When a counselor is in doubt about what information to release, the counselor shall consult with the
12 Superintendent of Schools or designee, who may consult with the Board Attorney.

Cross References

Testing Programs 4.700

Johnson City Board of Education

Monitoring: Review: Annually, in May	Descriptor Term: Supervision of Students	Descriptor Code: 6.408	Issued Date: 05/07/24
		Rescinds: 6.408	Issued: 04/03/23

- 1 Students enrolled in in-person learning will be under the supervision of school personnel, either
2 certificated or noncertificated,¹ at all times, including play periods and lunch periods, during the school
3 day. During extracurricular activities, students will be under the supervision of school personnel. A
4 volunteer may be utilized during extracurricular activities in the absence of school personnel, provided
5 such volunteer has signed a confidentiality agreement and undergone a background ~~search~~ **check** as
6 required by law, satisfactory and subsequently approved by the ~~Board of Education~~
7 **principal/designee.**
- 8 The principal shall assign students to school personnel and ensure proper supervision.

Legal References

[TCA 49-2-303\(b\)](#)

Cross Reference

Background Investigations 5.118

Johnson City Board of Education

Monitoring: Review: Annually, in May	Descriptor Term: Reporting Child Abuse	Descriptor Code: 6.409	Issued Date: 01/09/23
		Rescinds: 6.409	Issued: 04/04/23

1 *General*

2 The Superintendent of Schools shall:¹

- 3 1. Designate one employee as the Child Abuse Coordinator (the Coordinator) and an additional
4 employee to serve as the Alternate Child Abuse Coordinator (the Alternate) for each school;
5
- 6 2. Require that the Coordinator and the Alternate receive appropriate training;
7
- 8 3. Supply the Coordinator with all necessary resources;
9
- 10 4. Ensure that all employees working directly with students annually complete the child abuse
11 training program required by state law.²

12 The Coordinator shall assist any employee with appropriately reporting and responding to instances of
13 child abuse or child sexual abuse.

14 **REPORTING**

15 All personnel shall be alert for any evidence of child abuse, sexual abuse, or neglect.³ If personnel
16 know or have reasonable cause to suspect child abuse, sexual abuse, or neglect, a report shall be filed
17 immediately with the Coordinator, the Department of Children's Services (DCS), and law
18 enforcement.⁴ When alleged abuse involves someone employed by, previously employed by, or
19 otherwise affiliated with the school, the report may be made directly to the DCS and laws enforcement
20 prior to notifying the Coordinator.⁵

21 The report shall include, to the extent known by the reporter:⁶

- 22 1. The name, address, telephone number, and age of the child;
23
- 24 2. The name, telephone number, and address of the parents or persons having custody of the child;
25
- 26 3. The nature and extent of the abuse or neglect; and
27
- 28 4. Any evidence to the cause or any other information that may relate to the cause or extent of the
29 abuse or neglect.

1 The Superintendent of Schools/designee shall develop reporting procedures, including sample
2 indicators of abuse and neglect, and shall disseminate the procedures to all school personnel.

3 **CONFIDENTIALITY**

4 District employees shall keep all information regarding any child abuse confidential in accordance
5 with state law.

6 **INVESTIGATIONS**

7 School administrators and employees have a duty to cooperate, provide assistance, and information in
8 child abuse investigations⁷ including permitting DCS teams to conduct interviews while the child is at
9 school. The principal may control the time, place, and circumstances of the interview but may not
10 insist that a school employee be present even if the suspected abuser is a school employee or another
11 student. The principal is not in violation of any laws by failing to inform parent(s)/guardian(s) that the
12 child is to be interviewed even if the suspected abuser is not a member of the child's household.⁸

Legal References

1. TCA 49-6-1601
2. TCA 37-1-408; Public Acts of 2022, Chapter No. 841
3. TCA 37-1-403(a)(1); TCA 37-1-412; TCA 37-1-602; TCA 37-1-605(a)(4)
4. TCA 37-1-403(a)(2); TCA 49-6-1601
5. Public Acts of 2022, Chapter No. 781
6. TCA 37-1-403(b)
7. TCA 37-1-611(b)
8. Tenn. Op. Atty. Gen. No. 87-101 (June 9, 1987)

Cross References

Recommendations and File Transfers 5.203
Staff-Student Relations 5.610
Interrogations and Searches 6.303
Student Discrimination, Harassment, Bullying, Cyberbullying, and Intimidation 6.304
Title IX & Sexual Harassment 6.3041
Promoting Student Welfare 6.400

Johnson City Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Homeless Students	Descriptor Code: 6.503	Issued Date: 05/07/24
		Rescinds: 6.503	Issued: 01/09/23

1 In order to ensure that homeless students have equal access to the same free appropriate public education
2 as provided to other students, the following shall apply:¹

3 Homeless students are individuals who lack a fixed, regular and adequate nighttime residence and
4 include the following:²

- 5 1. Students who are sharing the housing of other persons due to loss of housing, economic
6 hardship or a similar reason; are living in motels, hotels, trailer parks or camping grounds due
7 to the lack of alternative adequate accommodations; are living in emergency or transitional
8 shelters; are abandoned in hospitals.
- 9 2. Students who have a primary nighttime residence that is a public or private place not
10 designated for or ordinarily used as a regular sleeping accommodation for human beings.
- 11 3. Students are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus
12 or train stations or similar settings.
- 13 4. Migratory students who meet one of the above described circumstances.

14 ENROLLMENT

15 Homeless students shall be immediately enrolled, even if the student is unable to produce records
16 normally required for enrollment (i.e. academic records, immunization records, health records, proof of
17 residency), or missed the district's application or enrollment deadlines.³ Parents/guardians are required
18 to submit contact information to the district's homeless coordinator.³

19 PLACEMENT

20 For the purposes of this policy, school of origin shall mean the school that the student attended when
21 permanently housed or the school in which the student was last enrolled, including a preschool/pre-k
22 program.⁴ School of origin shall also include the designated receiving school at the next grade level
23 when the student completes the final grade level served by the school or origin.⁴

24 Placement shall be determined based on the student's best interest.⁵ At all times, a strong presumption
25 that keeping the student in the school of origin is in the student's best interest shall be maintained,
26 unless doing so would be contrary to a request made by the student's parent/guardian or the student in
27 the case of an unaccompanied youth.⁶ When determining placement, student-centered factors,
28 including but not limited to impact of mobility on achievement, education, health, and safety shall be

1 considered.⁶ The choice regarding placement shall be made regardless of whether the student lives with
2 their homeless parents/guardians or has been temporarily placed elsewhere.⁷

3 If it is not in the student's best interest to attend the school of origin, or the school requested by the
4 parent/guardian or unaccompanied youth, the Superintendent/designee shall provide a written
5 explanation of the reasons for the determination, in a manner and form that is understandable to the
6 parent/guardian or unaccompanied youth.⁶ The written explanation shall include a statement regarding
7 the right to appeal the placement decision.⁶ If the placement decision is appealed, the district shall refer
8 the parent/guardian or unaccompanied student to the homeless coordinator, who shall carry out the
9 dispute resolution process as expeditiously as possible and in accordance with the law.⁸ Upon notice of
10 an appeal, the Superintendent of Schools shall immediately enroll the student in the school in which
11 enrollment was sought pending a final resolution of the dispute, including all available appeals.⁸

12 **RECORDS**

13 Records ordinarily kept by the school shall be maintained for all homeless students. Information
14 regarding a homeless student's living situation shall be treated as a student education record, and shall
15 not be considered directory information.⁹

16 **SERVICES¹⁰**

17 The Superintendent shall ensure that each homeless student is provided services comparable to those
18 offered to other students within the district, including transportation, special education services,
19 programs in career and technical education (CTE), programs for gifted and talented students, and
20 school nutrition.

21 The Superintendent shall designate a district homeless coordinator who shall ensure this policy is
22 implemented throughout the district. The homeless coordinator shall ensure:

- 23 1. Homeless students are quickly identified and have access to education and support services, to
24 include Head Start and district pre-k programs;
- 25 2. Coordination with local social service agencies and other entities providing services to
26 homeless students;
- 27 3. Coordinate transportation, transfer of records, and other interdistrict activities with other school
28 districts;
- 29 4. Coordinate transportation to the school of origin or choice for homeless students;
- 30 5. Refer homeless students and their families to health care services, dental services, mental
31 health and substance abuse services, and housing services;
- 32 6. Assist homeless students in obtaining immunizations, medical or immunization records, and
33 any additional assistance that may be needed;
- 34 7. Public notice of the educational rights of homeless students is disseminated in places
35 frequented by parents/guardians of homeless students, including schools, shelters, public
36 libraries, and soup kitchens; and
- 37 8. Unaccompanied youth are enrolled and informed of their status as independent students.

1 The Superintendent of Schools shall develop procedures to ensure that homeless students are
 2 recognized administratively and that the appropriate and available services are provided for these
 3 students. The Superintendent shall ensure professional development is provided to school personnel
 4 providing services to homeless students.

5 **COORDINATOR**

6 The Board of Education designates the following individual to act as the district's homeless
 7 coordinator:

8 Ms. ~~Sydnee DeBusk~~ **Lauren McGrew**
 9 100 East Maple Street
 10 Johnson City, TN 37601
 11 423.434.5200

Legal References

1. [42 USCA §§ 11431 to 11435; McKinney-Vento Education Assistance Improvements Act of 2001, § 721; State Board of Education 2.103](#)
2. [McKinney-Vento Act, as amended by ESSA \(Pub. L. 114-95\), § 724a\(2\)](#)
3. [McKinney-Vento Act, as amended by ESSA \(Pub. L. 114-95, § 722\(g\)\(3\)\(C\)\(i\), § 722\(g\)\(3\)\(H\)](#)
4. [McKinney-Vento Act, as amended by ESSA \(Pub. L. 114-95, § 722\(g\)\(3\)\(I\)](#)
5. [McKinney-Vento Act, as amended by ESSA \(Pub. L. 114-95, § 722\(g\)\(3\)\(A\)](#)
6. [McKinney-Vento Act, as amended by ESSA \(Pub. L. 114-95, § 722\(g\)\(3\)\(B\)](#)
7. [McKinney-Vento Act, as amended by ESSA \(Pub. L. 114-95, § 722\(g\)\(3\)\(F\)](#)
8. [McKinney-Vento Act, as amended by ESSA \(Pub. L. 114-95, § 722\(g\)\(3\)\(E\)](#)
9. [McKinney-Vento Act, as amended by ESSA \(Pub. L. 114-95, § 722\(g\)\(3\)\(D\)](#)
10. [McKinney-Vento Act, as amended by ESSA \(Pub. L. 114-95, § 722\(g\)\(4\) - \(6\)](#)

Cross References

Student Transportation Management 3.400
 Parent and Family Engagement 4.502
 Promotion and Retention 4.603
 Attendance 6.200
 School Admissions 6.203
 Student Assignments 6.205
 Transfers Within the System 6.206
 Migrant Students 6.504

Johnson City Board of Education

Monitoring: Review: Annually, in May	Descriptor Term: Student Records Inspection & Correction Procedure	Descriptor Code: 6.602	Issued Date: 05/05/25
		Rescinds: 6.602	Issued: 05/07/24

1 INSPECTION PROCEDURE

2 Parent(s)/Guardian(s) of students and students may inspect and review the student's education records
3 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)/guardian(s) will be determined by the
18 Superintendent of Schools. A maximum of three (3) copies of the transcript will be provided free of
19 charge. If the fee represents an unusual hardship, it may be waived in part or entirely by the records
20 custodian.³

21 CORRECTION PROCEDURES

22 Parent(s)/Guardian(s) may seek to change any part of the student's record they believe to be incorrect.⁴
23 The Superintendent of Schools shall develop an acceptable procedure to establish an orderly process to
24 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 Organizations	Descriptor Code: 6.702	Issued Date: 05/05/25
		Rescinds: 6.702	Issued: 05/07/24

1 Student organizations are an extension of the academic curriculum and are intended to complement the
2 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~~ **in partnership**
7 **with** one or more staff members provided such volunteer has signed a confidentiality agreement,
8 undergone a background search **check** satisfactory to the Board and has been subsequently approved
9 by the Superintendent of Schools/designee. Each sponsor will evaluate their organization annually and
10 make recommendations concerning changes, continuance, or deletion from the school's activity
11 program.

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

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

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

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

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

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 November	Descriptor Term: Class Size Ratios	Descriptor Code: 4.2011	Issued Date: 08/05/24
		Rescinds: 4.2011	Issued: 01/09/23

1 *General*¹

2 Pupil-teacher ratios shall not exceed the averages outlined in state law. Further, class sizes shall not
3 exceed the maximum allowed by state law.¹

4 **WAIVERS**

5 The Superintendent of Schools/designee may seek a waiver from the Commissioner of Education to
6 extend the career and technical education (CTE) classes in grades nine through twelve (9-12) as long
7 as these class sizes do not exceed the maximum class size set for CTE. For grades six through eight (6-
8 8), the class size may be extended, but the class size and average must not exceed those for general
9 education classes in grades seven through twelve (7-12).²

10 If a natural disaster results in the enrollment of displaced students, the Commissioner of Education
11 may grant a waiver from the maximum class sizes.

12 The Superintendent of Schools shall apply for additional waivers as needed in compliance with state
13 law.

Legal References

1. [TCA 49-1-104; TRR/MS 0520-01-02-.31\(4\)](#)
2. [TCA 49-1-104\(g\); Public Acts of 2024, Chapter No. 712](#)

Cross References

Graduation Requirements 4.605
Waivers of Statute, Rules, and Regulations 4.607
Religious Content of Courses 4.804
Student Goals 6.100
Student Concerns 6.305

Johnson City Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Virtual Education Program	Descriptor Code: 4.2121	Issued Date: 06/04/24
		Rescinds: 4.2121	Issued: 01/09/23

1 *General*

2 The Johnson City Schools virtual education program is a course or series of courses offered by a
3 school ~~district~~ **system** to provide students **with** a broader range of educational opportunities through
4 the use of technology. Utilizing this program is temporary and shall not replace a student's regular
5 instructional program.¹

6 Class size ratios for the virtual education program shall comply with the requirements as outlined in
7 state law.²

8 Virtual education programs³ shall be made available to students for the following purposes:

- 9 1. Academic remediation, enrichment, or providing students access to a wider range of courses;
- 10 11 2. Continuity of educational service for students who are homebound;⁴
- 12 13 3. Continuity of educational service for students who are quarantining;⁵
- 14 15 4. Continuity of educational service for students enrolled in an alternative school;⁶ or
- 16 17 5. Continuity of educational service when the district utilizes remote instruction due to dangerous
18 or extreme weather conditions, a serious outbreak of illness affecting or endangering students
19 or staff, or during the administration of end of course examinations or other examinations as
20 allowed per state law.⁷

21 **ELIGIBILITY AND PARTICIPATION REQUIREMENTS**

22 Students shall be eligible to utilize a virtual education program if participating in one of the above
23 educational opportunities. The following factors shall also be taken into consideration when
24 determining eligibility:

- 25 1. Attendance;
- 26 27 2. Grades; and
- 28 29 3. Technology survey.

30 **ATTENDANCE**

1 Student attendance in the virtual education program shall adhere to the general requirements of Board
2 of Education policy 6.200 and any relevant administrative procedures.

3 Methods of confirming student attendance shall include two or more of the following:

- 4 1. Students participating in a phone call with a teacher, with parent/guardian support as
5 appropriate for the age of the student;
- 6
7 2. Students participating in synchronous virtual instruction;
- 8
9 3. Students completing work in a learning management system; and
- 10
11 4. Students submitting work via hard-copy or virtual formats.

12 **REMOVAL FROM VIRTUAL EDUCATION PROGRAM**

13 A student may be removed from the virtual education program or denied future enrollment in a virtual
14 education program based on disciplinary issues, attendance issues, or poor academic performance.

15 Before a student is removed based on poor academic performance, the following interventions shall
16 occur:

- 17 1. Notification of parent/guardian; and
- 18
19 2. One-on-one assessment conducted by the principal/designee regarding any learning needs and
academic performance.

20 **ENROLLMENT AGREEMENT**

21 The Superintendent of Schools shall work with the Board's attorney to draft an enrollment agreement
22 for students from other school districts that want access to virtual education program courses.

Legal References

1. [TRR/MS 0520-01-03-.05\(2\)](#)
2. [TCA 49-1-104\(h\)](#); [State Board of Education Policy 3.206](#)
3. [TCA 49-16-101](#); [TRR/MS 0520-01-03-.05\(2\)\(a\)](#)
4. [TRR/MS 0520-01-02-.10](#); [TRR/MS 0520-01-09-.07](#)
5. [TRR/MS 0520-01-13-.01\(1\)\(c\)](#)
6. [TRR/MS 0520-01-02-.09](#); [TCA 49-6-3402\(i\)](#)
7. [TCA 49-6-3004\(i\)](#)

Cross References

Emergency Closings 1.8011
Homebound Instruction 4.206
Credit Recovery 4.210
Alternative Education 6.319

Johnson City Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Library Materials	Descriptor Code: 4.4031	Issued Date: 09/04/25
		Rescinds: 4.4031	Issued: 05/05/25

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

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

11 **STANDARDS²**

12 The library collection shall adhere to the following criteria:

- 13 1. Materials shall be suitable for and consistent with the educational mission of the school;
- 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 3. Materials shall contain literary, historical, scientific, and/or artistic value and merit; and
- 18 4. The collection as a whole shall offer a variety of viewpoints; and
- 19 5. Materials shall not be removed on the sole grounds that the item is religious.

20
21
22
23
24 Any materials that meet the following criteria shall be removed and excluded from the school system's
25 library collection:

- 26 1. Contains nudity, descriptions or depictions of sexual excitement, sexual conduct, excess
27 violence, or sadomasochistic abuse as defined in state law³;
 - 28 2. Are patently offensive as defined in state law; or
 - 29 3. Appeal to the prurient interest as defined in state law.
- 30
31

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

2 **COMPLAINTS⁴**

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

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

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

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

35 **REMOVAL OF LIBRARY MATERIALS**

36 If it is determined that the material is not appropriate for the age and maturity levels of the students
37 who have access to them or is not suitable for, and consistent with, the educational mission of the
38 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. [TCA 49-6-3803\(a\),\(b\); Public Acts of 2025, Chapter No. 270](#)
3. [TCA 39-17-901](#)
4. [TCA 49-6-3803\(e\), \(f\)](#)

Cross References

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

Johnson City Board of Education

	Descriptor Term: Title IX & Sexual Harassment	Descriptor Code: 6.3041	Issued Date: 05/05/25
		Rescinds: 6.3041	Issued: 05/07/24

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

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

11 **TITLE IX COORDINATOR**⁵

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

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

16 Students:

17 Title: Ms. Tammy ~~Pearee~~ **Larkey**
18 Email: ~~pearee~~**larkeyt**@jcschools.org

19

20 Phone number: 423-434-5200

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

22 **DEFINITIONS**⁴

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

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

27 “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 3. Refrain from requiring, allowing, relying upon, or otherwise using questions or evidence that
21 seek disclosure of information protected under a legally recognized privilege unless such
22 privilege has been waived;¹⁷
 - 23 4. Provide the parties with the same opportunities to have others present during any grievance
24 proceeding;
 - 25 5. Provide to parties whose participation is requested written notice of the date, time, location,
26 participants, and purpose of all investigative interviews, or other meetings, with sufficient time
27 for the party to prepare to participate;
 - 28 6. Provide both parties an equal opportunity to inspect and review any evidence directly related to
29 the allegations in the formal complaint; and
 - 30 7. Result in the creation of an investigative report that fairly summarizes relevant evidence.
 - 31 a. Prior to the completion of the investigative report, the investigator shall send to each
32 party the evidence subject to inspection and review. All parties shall have at least ten
33 (10) days to submit a written response which shall be taken into consideration in
34 creating the final report.
- 35
36
37
38
39
40
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 they want asked of
12 any party or witness prior to 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: <h2 style="text-align: center;">Student Involvement in Decision-Making</h2>	Descriptor Code: 6.3051	Issued Date: 05/07/24
		Rescinds: 6.3051	Issued: 07/01/00

- 1 Students may initiate or react to proposals for change in educational practice, rules or policies. Such
- 2 proposal(s) for change will be considered by the faculty, the administration and/or the Board of
- 3 Education as appropriate.

- 4 Building administrators and teachers are expected to encourage discussion by students and to convey
- 5 ideas and concerns to the Board of Education through the Superintendent of Schools. **Students are**
- 6 **also provided a voice on the Board through the student Board member.** Final decisions will
- 7 always rest with the Board or with the administrator(s) to whom the Board has delegated
- 8 responsibility.

Cross References

Appeals To & Appearances Before the Board 1.404

Johnson City Board of Education

Monitoring: Review: Annually, in May	Descriptor Term: Student Surveys, Analyses, and Evaluations	Descriptor Code: 6.4001	Issued Date: 05/05/25
		Rescinds: 6.4001	Issued: 05/07/24

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 **Science Hill High School's Advanced Placement (AP) Research Program will have its own Internal**
8 **Review Board (IRB) and research procedures.**

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

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

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

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

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

1

2 **COLLECTING, DISCLOSING OR USING INFORMATION FOR MARKETING⁵**

3 The school system will not collect, disclose or use personal student information for the purpose of
4 marketing or selling that information or otherwise providing that information to others for that
5 purpose.

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

- 10 • College or other postsecondary education recruitment or military recruitment.
- 11 • Book clubs, magazines and programs providing access to low-cost literary products.
- 12 • Tests and assessments used by elementary schools and secondary schools to provide cognitive,
13 evaluative, diagnostic, clinical, aptitude or achievement information about students (or to
14 generate other statistically useful data for the purpose of securing such tests and assessments)
15 and the subsequent analysis and public release of the aggregate data from such tests and
16 assessments.
- 17 • The sale by students of products or services to raise funds for school-related or education-
18 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 May	Descriptor Term: Pediculosis (Head Lice)	Descriptor Code: 6.4031	Issued Date: 05/07/24
		Rescinds: 6.4031	Issued: 04/03/23

1 No student will be denied an education solely by reason of head lice infestation. Their educational
2 program shall be restricted only to the extent necessary to eliminate the risk of transmitting the
3 infestation.

4 It shall be the responsibility of the principal or school nurse to notify the affected child's
5 parents/guardians in the event a child has pediculosis (head lice). Information will be sent home with the
6 child to explain the condition, the treatment, requirements for readmission, and deadlines for satisfactory
7 completion of the treatment.

8 **Exclusion Procedure:** When lice are noted, the child may be excluded from school.

9 **Re-admission Procedure:** After treatment and removal of all lice, the parent must bring the child to the
10 office of the Johnson City School Nurses or to the school-based nurse, if applicable, for an examination.
11 An admit form will be given to the parent if the child is free of live lice.

12 A student will be expected to have met all requirements for treatment and return to school ~~no later than~~
13 ~~two (2) days following exclusion for head lice~~ **before returning to school.** ~~All days in excess of the~~
14 ~~allowable period will be marked as unexcused and referred to the attendance supervisor at the proper~~
15 ~~time.~~

Legal References

1. [TRR/MS 1200-14-01-.24](#)