Johnson City Board of Education Special Meeting
November 2, 2026 5:00 PM
Central Office

1. **CALL TO ORDER AND PURPOSE OF MEETING**

1.A. Review Policies

1.A.1. 1.400 - School Board Meetings

1.A.2. 1.404 - Appearances Before the Board

1.A.3. 1.501 - Visitors to the Schools

1.A.4. 1.905 - Charter School Renewal

1.A.5. 3.204 - Threat Assessment Team

1.A.6. 3.210 - Naming New Schools/Facilities

1.A.7. 3.400 - Student Transportation Management

1.A.8. 5.118 - Background Investigations

1.A.9. 5.303 - Personal and Professional Leave

1.A.10. 5.608 - Tutoring for Pay

1.A.11. 5.610 - Staff-Student Relations

1.A.12. 5.801 - Superintendent of Schools Recruitment and Selection

2. **ADJOURNMENT**

Johnson City Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in September	**School Board Meetings**	**1.400**	**01/05/26**
		Rescinds: **1.400**	Issued: **01/06/25**

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

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

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

REGULAR MEETINGS

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

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

SPECIAL MEETINGS

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

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

ELECTRONIC ATTENDANCE[5]

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

1. A quorum of the Board must be physically present at the meeting in order for any member to attend electronically~~;~~ **except in the case of inclement weather or natural disasters (permitted for a maximum of three times per year);**
2. Any Board member wishing to participate electronically must do so using technology which allows the Chair to visually identify the member:
3. The responsibility for the connection lies with the member wishing to participate electronically. No more than three (3) attempts to connect shall be made, unless the Board chooses to make additional attempts.

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

Work Related Absence

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

Sickness or Period of Convalescence

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

Inclement Weather or Natural Disaster

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

Family Emergency

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

Military Service

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

Legal References

1. TCA 8-44-102; TCA 49-6-804(c)
2. 28 CFR § 36.201(a); 28 CFR § 36.202
3. Tenn. Att'y Gen. Op. No. 95-126 (December 28, 1995)
4. TCA 49-2-202(c)(1)
5. TCA 49-2-203(c)

Cross References

School Board Legal Status and Authority 1.100
Public Hearings 1.401

Johnson City Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in September	**Appearances Before the Board**	**1.404**	**04/06/26**
		Rescinds: **1.404**	Issued: **01/06/25**

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

APPEARING BEFORE THE BOARD

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

PUBLIC COMMENT DURING MEETINGS

The public shall be given an opportunity to address the Board at each regularly scheduled monthly Board meeting about items on that month's agenda and matters that are germane to the jurisdiction of the Board[1], with the exception of teacher disciplinary hearings. ~~Public comments will be only be allowed during the time designated on the agenda and will allocated a total time of thirty (30) minutes.~~

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

If an individual wishes to address the Board they must complete and submit the required form by ~~the end of~~ **12pm on** the last business day before the day of the board meeting. Delegations must select only one individual to speak on their behalf unless otherwise allowed by the Board.

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

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

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

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

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

Legal References

1. TCA 8-44-112
2. TCA 39-17-306

Cross References

School Board Meetings 1.400
Agendas 1.403
Complaints About School Personnel 5.502

Johnson City Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in September	**Visitors to the Schools**	**1.501**	**01/05/26**
		Rescinds: **1.501**	Issued: **07/29/24**

Except on occasions such as school programs, athletic events, open house, and similar public events as determined by the principal/designee, all visitors will report to the school office when entering the school and will sign-in using the visitor management system. Authorization to visit elsewhere in the building or on the school campus will be determined by the principal/designee. Guest passes shall be issued for all persons other than students and employees of the school.[1]

In order to maintain the conditions and atmosphere suitable for learning, no other person shall enter onto the grounds or into the school buildings during the hours of student instruction except students assigned to that school, the staff of the school, parents/legal guardians of students, approved volunteers and other persons with lawful and valid business on the school premises.[2]

Professional visitors and observers will be welcome as long as the following conditions are met:

1. Visits and observations are approved in advance;
2. Purpose of the visit is established prior to visitation; and
3. Number in the group visiting is small enough to be accommodated without disruption to the educational program.

Principals may limit entrance to a school in the event of an emergency or at any time they believe it to be in the best interest of the school.

Visitors with international or national groups sanctioned by the state or national government may visit schools if appropriate sponsorship and programming are in place and if the Superintendent has approved the visit in advance.

Any person improperly on the premises of the school shall depart on the request of the school principal or other authorized person.

The principal/designee has the authority to exclude from the school premises any persons disrupting the educational programs in the classroom or in the school, disturbing the teachers or students on the premises, or on the premises for the purpose of committing an illegal act.

The principal shall engage law enforcement officials when they believe the situation warrants such measures.

Students may not bring visitors to school to visit during the school day without the prior permission of the principal.

VISITOR CONDUCT

Persons who come onto school property shall be under the jurisdiction of the site administrator/designee. Individuals who come onto school property or who contact employees on school or district business are expected to behave accordingly. The Superintendent of Schools shall develop a visitor code of conduct to be presented to the board attorney, and then, approved by the Board.[3] This code shall prohibit the following:

1. Cursing and use of obscenities;
2. Disrupting or threatening to disrupt school or office operations;
3. Acting in an unsafe manner that could threaten the health or safety of others;
4. Verbal or written statements or gestures indicating intent to harm an individual or property; and
5. Physical attacks intended to harm an individual or substantially damage property.

The visitor code of conduct shall be posted on the ~~district~~ **school system's** website as well as ~~the~~ **each** school's website~~, and copies of the code shall be provided to all teachers, counselors, administrative staff, and other school employees~~. In addition, each school visitor entrance shall have the visitor code of conduct posted prominently along with the phone number of someone in the school's administration who can answer questions about the code.

Annually, parent(s)/guardian(s) shall be provided with a copy of the code of conduct, along with the phone number of someone in the school's administration who can answer questions about the code. Parent(s)/guardian(s) shall sign a statement acknowledging that they have read and understood the code of conduct.

CONSEQUENCES FOR CODE OF CONDUCT VIOLATION

The principal/designee has the authority to exclude from the school premises any persons disrupting the educational programs in the classroom or in the school, disturbing the teachers or students on the premises, or on the premises for the purpose of committing an illegal act.[2]

The principal shall contact law enforcement officials when they believe the situation warrants such measures.

Legal References

1. TCA 49-2-303(b)(4)
2. TCA 49-6-2008; TCA 39-14-406
3. TCA 49-6-4003

Cross References

Board-Community Relations 1.500
Section 504 and ADA Grievance Procedures 1.802
Vendor Relations 2.809
Safety 3.201
Security 3.205
School Volunteers 4.501
Care of School Property 6.311

Click here to choose a school board.

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in August	**Charter School Renewal**	**1.905**	**01/05/26**
		Rescinds:	Issued: **01/06/25**

ANNUAL NOTICE[1]

The Superintendent of Schools/designee shall annually notify the charter school of whether the charter school is "on-track" or "off-track" for renewal. The status of each charter school shall be published in the annual authorizing report.

INTERIM REVIEW

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

CUMULATIVE PERFORMACE REPORT

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

APPLICATION AND EVALUATION

No later than April 1st of the year prior to the year in which the charter school agreement expires, the governing body of a charter school shall submit a renewal application to the Board.[4] The Superintendent of Schools/designee shall report each renewal application received to the Tennessee Public Charter School Commission ("the Commission") within ten (10) days of receipt.[4]

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

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

RENEWAL CRITERIA[5]

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

Within ten (10) days of the Board voting by resolution on a renewal application, the Superintendent of Schools/designee shall promptly notify a school of its renewal recommendation and decision, including the reasons for the decision and any rights to an appeal. The Superintendent of Schools/designee shall promptly communicate renewal decisions to the school community and public as well as the Department of Education and the Commission.

High-Performing Charters

High-performing charter school renewal applications shall be automatically approved for renewal. A charter school will be deemed high-performing if it:[1]

1. **Has met or exceeded standards on at least seventy-five percent (75%) of the indicators in each section of the school performance framework in each of the three (3) immediately preceding school years;**

2. **Has attained a school composite level of "above expectations" or "significantly above expectations" as represented by the Tennessee Value-Added Assessment System (TVAAS) in each of the three (3) immediately preceding school years; and**

3. **Has had no significant audit findings during the term of the current charter agreement.**

Within ten (10) days of the Board approving a high-performing charter school for renewal, the Superintendent of Schools/designee shall report the approval to the Department of Education and the Commission.

Legal References

1. Public Acts of 2026, Chapter No. 1012
2. TCA 49-13-121(k)
3. State Board of Education Policy 6.111
4. TCA 49-13-121(a)
5. TCA 49-13-121; State Board of Education Policy 6.111

Johnson City Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in September	**Threat Assessment Team**	**3.204**	**09/04/25**
		Rescinds: **3.204**	Issued: **01/06/25**

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

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

TEAM MEETINGS

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

RECORDKEEPING[3]

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

A report of the activities of the threat assessment team will be compiled and shared with the Board of Education before **or during** each safety meeting.

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

REPORTING[4]

The Superintendent of Schools shall develop a process for providing parent(s)/guardian(s) information on credible threats of violence or significantly disruptive behavior directed toward or occurring on the grounds of the school their student attends. Such reports shall include incidents that are reported to a state or local law enforcement agency. These reports must be made within forty-eight (48) hours of the school system's report to law enforcement.

At least once per quarter, the Superintendent of Schools shall provide the Board with a report listing the total number of incidents reported to state and local law enforcement agency requiring notice to parent(s)/guardian(s) for the respective quarter as well as total for the year to date.

Legal References	Cross References
1. TCA 49-6-2701	School District Records 1.407
2. TCA 49-6-2701(f)	Safety 3.201
3. TCA 49-6-2702	Security 3.205
4. Public Acts of 2025, Chapter No. 215	Student Records 6.600

Johnson City Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in October	**Naming New Schools/Facilities**	**3.210**	**01/05/24**
		Rescinds: **3.210**	Issued: **08/01/11**

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

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

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

1. Superintendent of Schools,
2. Principal,
3. Contractor,
4. Architect,
5. Members of the Board of Education that complete the project,
6. City Manager, and
7. Members of the City Commission that funded the project.

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

Johnson City Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in October	**Student Transportation Management**	**3.400**	**01/06/25**
		Rescinds: **3.400**	Issued: **01/05/24**

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

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

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

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

RESPONSIBILITIES OF BUS OWNERS

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

1. Each school bus and all related equipment shall be maintained in condition to operate safely at all times during the school year and shall conform to specifications as set forth by the State Board of Education[1] and National Highway Traffic Safety Administration.

2. Each bus driver shall obey all applicable state rules and regulations.

3. A school bus owner shall give four weeks written notice to the board when they wish to terminate their bus operation contract.

4. A school bus owner shall secure the approval of the Superintendent of Schools before they may sell a bus during the period of their contract. The sale of a bus does not obligate the Superintendent of schools to enter into contract with the new owner.

5. Each school bus owner shall have on file in the Superintendent of Schools' office a current statement of liability and property damage insurance coverage carried on the bus.

6. Each school bus owner must specify for the Superintendent of Schools' approval the name of the designated driver and at least one substitute driver of their bus.

7. Each school bus driver shall submit to the Superintendent of Schools the results of their latest physical examination.

8. Each school bus driver shall file with the Superintendent of Schools, on forms approved by the board, a report giving an accurate record of the names of all students transported on their bus and the school to which each student is transported by the end of the first month of each school year.

9. Each school bus driver shall participate fully in the complaint process as outlined below.

10. Each school bus driver shall comply with recordkeeping requirements as outlined below. This includes the responsibility to furnish the transportation supervisor with all necessary records on a regular basis.

TRANSPORTATION SUPERVISOR[3]

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

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

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

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

Title: Dr. ~~Greg Wallace~~ **Tim Vanthournout**
Mailing address: P.O. Box 1517, Johnson City, Tennessee 37605
Phone number: 423-434-5200
Email: ~~wallaceg~~ **vanthournoutt**@jcschools.org

COMPLAINT PROCESS[4]

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

1. All complaints shall be submitted to the Transportation Supervisor; and

2. Complaints may be submitted in person, via phone call, mail, or email.

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

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

1. The time and date the complaint was received;

2. The name of the bus driver;

3. A copy or summary of the complaint; and

4. Any prior complaints or disciplinary actions taken against the driver.

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

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

RECORDKEEPING[5]

The City of Johnson City Transit Authority shall be responsible for the collection and maintenance of the following records:

1. Bus maintenance and inspections forms;

2. Bus driver credentials, including required background checks, health records, and performance reviews;

3. Driver training records; and

4. Complaints received and any records related to the investigation and complaints.

Legal References

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

Cross References

Business Management Goals and Objectives 3.100

Johnson City Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in January	**Background Investigations**	**5.118**	**04/07/25**
		Rescinds:	Issued:

Background checks shall be required for applicants, employees, contract workers, and volunteers.[1] Individuals who (1) have been identified by the Department of Children's Services as perpetrators of child abuse, severe child abuse, child sexual abuse, or child neglect or who pose an immediate threat to the health, safety, or welfare of children; or (2) are listed on the state's abuse of vulnerable persons registry maintained by the Department of Health shall not be employed.[2]

The Superintendent of Schools/designee shall develop any necessary corresponding procedures.

Applicants and current employees shall be entered into the federal RAP Back **(Record of Arrest and Prosecution Background)** program.[3] Notice of the following shall be provided:

1. Possible fees charged by the Tennessee Bureau of Investigation; and

2. Fingerprints will be retained by the Tennessee Bureau of Investigation and the Federal Bureau of Investigation for all purposes and uses authorized for fingerprint submission.

Any costs incurred to perform these background checks and fingerprinting shall be paid by applicants. The Board shall not reimburse applicants if the position is offered and accepted.

The Superintendent of Schools/designee may exclude certain positions from being entered into the federal RAP back program, including, but not limited to, contractors and volunteers. Background checks shall be required of these individuals at least once every five (5) years after the initial background check.[1]

USE AND DISSEMINATION

Fingerprints or other approved forms of positive identification shall be submitted with all requests for criminal history record checks for non-criminal justice purposes.[5] The Superintendent of Schools shall ensure the Originating Agency Identifier number is on file at all times.

Tennessee and FBI Criminal History Record Information (CHRI) obtained by the district shall be solely used to verify criminal violations and shall not be disseminated. Results shall be considered confidential and only accessible to district personnel identified by the Superintendent of Schools. CHRI shall only be accessed by authorized personnel in the performance of their duties and shall never be released to the public.

All persons directly associated with the accessing, maintaining, processing, dissemination, or destruction of CHRI shall sign an awareness statement and shall indicate that they have been specially trained on the subject. The training shall provide those with access to CHRI with a working knowledge

of federal and state regulations and laws governing the security and processing of criminal history information. The Superintendent of Schools is responsible for ensuring that authorized personnel receive such training within sixty (60) days of employment or job assignment and every three (3) years.

RETENTION AND SECURITY

The Superintendent of Schools shall develop procedures to ensure CHRI is stored in a secure location. Areas in which CHRI is processed and handled shall be restricted to authorized personnel identified by the Superintendent of Schools. The area shall be out of the view of the public and unauthorized personnel. The Superintendent of Schools shall maintain a list of all employees who have access to, can process, disseminate, and/or destroy CHRI.

DISPOSAL OF CHRI

When CHRI is no longer needed, it shall be destroyed by burning, shredding, or other methods rendering the information unreadable. Record destruction shall be conducted under the supervision of the Superintendent of Schools.

MISUSE

Employees who misuse CHRI or violate this policy shall be subject to disciplinary action up to and including termination. Any employee with knowledge of misuse shall immediately report a violation to the Superintendent of Schools.

Legal References

1. TCA 49-5-413
2. TCA 49-5-406(a)(1); TCA 49-5-403; TCA 49-5-413(a)(2), (e)
3. TCA 49-5-413(f)
4. TCA 49-5-413(c)
5. 34 USCA § 40316

Cross References

School Volunteers 4.501
Application and Employment 5.106
Substitute Teachers 5.701

Johnson City Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in February	**Personal and Professional Leave**	**5.303**	**08/03/26**
		Rescinds: **5.303**	Issued: **06/04/24**

Personal and professional leave shall be granted in accordance with laws of the State of Tennessee and rules and regulations of the State Board of Education.

Personal Leave

Certified employees shall earn personal leave at the rate of ~~three~~ **four** (~~3~~**4**) days per year. **Beginning with the 2027-2028 school year, certified employees shall receive two (2) personal leave days in August and two (2) personal leave days in January. Certified employees will not be able to use more than two (2) consecutive personal leave days.** Up to ~~three~~ **four** (~~3~~**4**) personal leave days remaining unused at the end of a year shall be credited to sick leave.[1]

If, at the termination of services, any employee has been absent for more days than leave has been earned, an amount sufficient to cover the excess days used shall be deducted from the employee's final salary payment.[2]

Subject to the following conditions, personal leave may be taken at the discretion of the employee:

1. Except in emergency, each employee shall give the principal at least one (1) day's notice in writing of intent to take leave;
2. The approval of the principal of the school shall be required:[3]
    a. If more than ten percent (10%) of the teachers in any given school request its use on the same day;
    b. If requested during any prior established student examination period;
    c. If requested on the day immediately preceding or following a holiday or vacation period;
    d. All personal leave requests in this category must also have the approval of the Superintendent of Schools.

Classified personnel shall be able to earn three **four** (~~3~~**4**) days per year. **Beginning with the 2027-2028 school year, classified employees shall receive two (2) personal leave days in August and two (2) personal leave days in January. Classified employees will not be able to use more than two (2) consecutive personal leave days.** If more than ten percent (10%) of the classified staff in any given school request its use on the same day the approval of the principal shall be required. Up to ~~three~~ **four** (~~3~~**4**) personal leave days remaining unused at the end of a year shall be credited to sick leave.

Professional Leave

Professional leave is a short, temporary absence for the purpose of attending workshops, sports travel for coaches and other meetings relating to school business or serving on boards and commissions

which meet during daytime hours when appointed by a mayor, city council, county executive or county commission.[4]

In addition, certified employees shall be granted leave to serve on any board or commission of the state when the appointment is made by the Governor or General Assembly. Such leave shall not be counted against any other accumulated leave credits.

Requests shall be submitted to the principal at least five (5) days prior to leave being taken.[2]

Legal References

1. TCA 49-5-711(a); Public Acts of 2026, Chapter No. 1022; TRR/MS 0520-01-02-.04(3)
2. TCA 49-5-711(b)
3. TCA 49-5-711(c)(1)
4. TCA 49-5-205

Cross References

Short Term Leaves of Absence 5.300
Legislative Leave 5.309

Johnson City Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in March	**Tutoring for Pay**	**5.608**	**07/01/00**
		Rescinds:	Issued:

Any teacher may enter into a~~n~~ **paid tutoring** agreement with parents ~~for tutoring children for a fee~~, ~~but this practice must be limited to those children other than those for whom the teacher is currently exercising teaching, administrative, or supervisory responsibility~~ **provided that the sutdents receiving tutoring are not students for whom the teacher currently has teaching, administrative, or supervisory responsibilities.**[1]

School facilities may not be used for private profit.[2]

Legal References

~~1. TEA Code of Ethics of the Education Profession)~~
TCA 49-5-1003(b)(11)
2. TCA 49-2-203(b)(10)(A)

Cross Reference

Non-School Employment 5.607

Johnson City Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in March	**Staff-Student Relations**	**5.610**	**04/03/23**
		Rescinds: **5.610**	Issued: **04/04/22**

Staff members shall maintain professional and constructive relationships with students at all times. Staff members shall be expected to regard each student as an individual and to accord each student the rights and respect that they are due.

Staff members shall promote a learning environment that encourages fulfillment of each student's potential in regard to their program, consistent with district goals and with optimal opportunities for students. This goal may be reached by adapting instruction to individual needs, by:

1. Insisting on reasonable standards of scholastic accomplishment for all students;

2. Creating a positive atmosphere in and out of the classroom;

3. Extending courtesy and respect to students; and

4. Treating all students with consistent fairness.[1]

Staff members shall use good judgment in their relationships with students beyond their work responsibilities and/or outside the school setting and shall avoid unnecessary informal and social involvement, in person or electronically, with individual students. Any appearance of impropriety shall be avoided. ~~Sexual relationships between employees and students are expressly prohibited~~ **Employees shall efrain from any sexually related behavior with students, including students who have graduated or withdrawn in the immediately preceding twelve (12) months.**[2]

Employees who violate this policy are subject to discipline, up to and including suspension or dismissal and when appropriate, may be reported to authorities for criminal prosecution.

Legal References

1. TCA 49-5-1003
2. TCA 39-13-506; TCA 39-13-527

Cross References

Staff Rights & Responsibilities 5.600
Ethics 5.611

Johnson City Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in March	**Superintendent of Schools Recruitment and Selection**	**5.801**	**04/07/25**
		Rescinds: **5.801**	Issued: **04/04/19**

When a vacancy occurs, the appointment of a Superintendent of Schools is a function of the Board of Education.[1] The Board is responsible for hiring the person it believes can most effectively translate into action the policies of the Board and the goals of the community and the professional staff.

The Superintendent of Schools shall be employed by the Board under written contract for a maximum of four (4) years, which may be renewed. No school board, however, may either terminate, without cause, or enter into a contract with any Superintendent of Schools during a period extending from forty-five (45) days prior to the general school board election until thirty (30) days following such election. Any vacancy in the office of the Superintendent of Schools which occurs within this period shall be filled on temporary basis, not extending beyond sixty (60) days following the general school board election.[2] No school board shall extend the contract of a Superintendent of Schools wihtout giving notice of the intent to do so at least fifteen (15) calendar days prior to the scheduled meeting at twhich action shall be taken.[3]

The Board may employ a consultant to advise and assist the Board in the search and selection process. However, final selection shall rest with the Board after a thorough consideration of qualified applicants. An interim Superintendent of Schools appointed during the time of a search shall not become a candidate unless the Board expressly permits such inclusion in the selection procedures. A board member may not apply for or in any other way be considered for the position of Superintendent of Schools.[2]

Prior to conducting a search to fill the position, the Board shall approve:

* a job description
* a timeline
* a process for accepting and reviewing applications
* selection procedures which may include, but not be limited to, the following:[3]

1. The Board may invite the community, including Board employees, to participate in the process of selecting a Superintendent of Schools. Resumes of persons interviewed by the Board shall be available in the central office for public inspection.
2. The interview process for each finalist may include meetings with various staff and community groups and an interview with the entire board.
3. Candidates may be interviewed by the Board in an open session. Only Board Members will be allowed to ask questions during the interview.
4. The Board will attempt to select a Superintendent by unanimous vote, but a majority vote of the membership of the Board shall be required for the appointment of a Superintendent of Schools.

Legal References

1. TCA 49-2-203(a)(13)
2. TCA 49-2-203(a)(1)(D)
3. TCA 49-2-203(a)(13)(B)