

Johnson City Board of Education Special Meeting
March 4, 2024 5:00 PM
Central Office

1. CALL TO ORDER AND PURPOSE OF MEETING

1.A. Policy Review - Sections Two & Six

- 1.A.1. 2.404 - School Support Organizations
- 1.A.2. 2.700 - Accounting System
- 1.A.3. 2.702 - Inventories
- 1.A.4. 2.703 - Audits
- 1.A.5. 2.800 - Expenditure of Funds
- 1.A.6. 2.806 - Bids and Quotations
- 1.A.7. 2.900 - Student Activity Funds Management
- 1.A.8. 6.100 - Student Educational Programs
- 1.A.9. 6.202 - Home Schools
- 1.A.10. 6.203 - School Admissions
- 1.A.11. 6.305 - Student Concerns, Complaints and Grievances
- 1.A.12. 6.309 - Zero Tolerance Offenses
- 1.A.13. 6.311 - Care of School Property
- 1.A.14. 6.312 - Use of Personal Communication Devices in School
- 1.A.15. 6.313 - Methods of Discipline
- 1.A.16. 6.316 - Suspension/Expulsion/Remand
- 1.A.17. 6.320 - Use of the Internet

- 1.A.18. 6.400 - Student Counseling Program
- 1.A.19. 6.402 - Physical Examinations and Immunizations
- 1.A.20. 6.405 - Medicines
- 1.A.21. 6.406 - Student Psychological Services
- 1.A.22. 6.410 - Accidents and Illnesses
- 1.A.23. 6.411 - Coordinated School Health
- 1.A.24. 6.413 - Prevention and Treatment of Sports Related Concussions
- 1.A.25. 6.414 - Prevention and Treatment of Sudden Cardiac Arrest
- 1.A.26. 6.415 - Student Suicide Prevention
- 1.A.27. 6.500 - Special Education Students
- 1.A.28. 6.502 - Foreign Exchange Students
- 1.A.29. 6.505 - Students in Foster Care
- 1.A.30. 6.600 - Student Records
- 1.A.31. 6.601 - Student Records Notification of Rights
- 1.A.32. 6.602 - Student Records Inspection & Correction Procedure
- 1.A.33. 6.604 - Media Access to Students
- 1.A.34. 6.702 - Student Organizations
- 1.A.35. 6.704 - Student Publications
- 1.A.36. 6.3041 - Title IX & Sexual Harassment
- 1.A.37. 6.3071 - Student Alcohol and Drug Testing
- 1.A.38. 6.4001 - Student Surveys, Analyses and Evaluations
- 1.A.39. 6.4031 - Pediculosis (Head Lice)

- 1.A.40. 6.4081 - Safe Relocation of a Student
- 1.A.41. 6.200 - Attendance
- 1.A.42. 6.206 - Transfers Within the System
- 1.A.43. 6.412 - Emergency Allergy Response Plan
- 1.A.44. 2.6011 - Fundraising Activities
- 1.A.45. 4.210 - Educational Research

2. ADJOURNMENT

Johnson City Board of Education

Monitoring: Review Annually, in November	School Support Organizations	Descriptor 2.404	Issue Date 12/2/2008
		Rescinds 4.503	Issued 6/2/2008

1 Only a group or organization that has entered into a written cooperative agreement with the Board **of**
2 **Education** may use the name, mascot or logo of a school or the school district to solicit or raise money,
3 materials, property, securities, services, or other things of value.¹
4

5 A civic organization operating concessions or parking at school-sponsored events is not a school support
6 organization subject to this policy.
7

8 **REPORTING AND RECORDS**

9
10 The Superintendent or the Superintendent's designee shall annually post a list of organizations that are
11 recognized as school support organizations on the school district's web site.
12

13 Any forms, annual reports, or financial statements submitted shall be open to public inspection as a public
14 record.
15

16 **PROCEDURES**

17
18 The Superintendent shall create procedures to oversee the relationship between the Board and any school
19 support organization. These procedures shall include, at a minimum, the following:
20

- 21 1. Any agreement between the Board and a school support organization shall be in writing and signed by
22 the Superintendent or the Superintendent's designee and an authorized agent of the school support
23 organization seeking authorization. This agreement shall contain, at a minimum, the following
24 provisions:
 - 25 a. An agreement to abide by any policies and procedures regarding school support organizations;
26
 - 27 b. An agreement to indemnify the Board, the Superintendent and all other agents of the local
28 education agency for the actions of the school support organization; and
29
 - 30 c. An agreement to maintain an adequate comprehensive liability insurance policy that names the
31 Johnson City School System as an additional insured.
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- 34 2. Prior to entering into any agreement, a school support organization shall submit the following to the
35 Superintendent or the Superintendent's designee:
 - 36 a. Documentation confirming the school support organization's status as a nonprofit organization,
37 foundation, or a chartered member of a nonprofit organization or foundation;
38
 - 39 b. A written statement of the goals and objectives of the group or organization;
40
 - 41 c. The principal contact telephone and address, as well as the telephone number, address, and
42

1 position of each officer of the group or organization; and,

2
3 d. A copy of the school support organization's written policy specifying reasonable procedures
4 for accounting, controlling, and safeguarding any money, materials, property, securities,
5 services, or other things of value collected or disbursed by it.

6
7 3. The Superintendent shall designate a date prior to the beginning of the regular school year for the
8 school support organization to submit a form to the Superintendent or the Superintendent's designee
9 which verifies the information previously provided by the school support organization is correct or, if
10 the information is no longer correct, that date shall be the deadline for any corrections.

11
12 **4. The school support organization will participate in annual training on all Federal, State and**
13 **local laws, ordinances, regulations, and Board policies regarding the operation of the**
14 **organization.**

15
16 ~~4-5.~~ The school support organization shall abide by all applicable Federal, State and local laws, ordinances,
17 regulations and Board of Education policies in its activities.

18
19 ~~5-6.~~ The school support organization shall maintain a copy of its charter, bylaws, minutes, and
20 documentation of its recognition as a nonprofit organization.

21
22 ~~6-7.~~ The school support organization shall maintain financial records for a period of at least four (4) years.

23
24 ~~7-8.~~ The school support organization shall operate within the applicable standards and guidelines set by a
25 related state association, if applicable, and shall not promote, encourage or acquiesce in any violation
26 of student or team eligibility requirements, conduct codes or sportsmanship standards.

27
28 ~~8-9.~~ The school support organization's officers shall ensure that school support organization funds are
29 safeguarded and are spent only for purposes related to the stated goals and objectives of the
30 organization.

31
32 ~~9-10.~~ The school support organization shall obtain the approval of the Superintendent or the
33 Superintendent's designee before undertaking any fundraising activity. The Superintendent or the
34 Superintendent's designee shall consider, at a minimum, the following when approving or denying a
35 request by a school support organization to engage in a fundraising activity:

36
37 a. Whether the fundraising activity, as scheduled, conflicts with the fundraising activity of the
38 school district or an individual school within that district; and,

39
40 b. Whether the fundraising activity is consistent with the goals and mission of the school or
41 school district.

42
43 ~~10-11.~~ The school support organization shall provide access to all books, records, and bank account
44 information for the school support organization to officials of the local school board, local school
45 principal, or auditors of the office of the comptroller of the treasury upon request. In order for the
46 Board of Education, including any school, to accept monetary contributions in an amount greater than
47 \$15,000 per year from a school support organization the organization must conduct a full financial
48 review of all books and records relating to finances once each year by a public accountant or public
49 accounting firm or a committee of members versed in accounting procedures and supply a financial
50 statement to the Board and to their members. Such auditors or committee members may not be related
51 to the treasurer of the school support organization;

~~11~~12. A school representative cannot act as a treasurer or bookkeeper for a school support organization, or be a signatory on the checks for a school support organization. A majority of the voting members of any school support organization board should not be composed of school representatives.

~~12~~13. The school support organization must clearly indicate that any activity undertaken by such organization is not sponsored by the System or any school and supervise any organization activity.

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

OPERATION OF A SCHOOL BOOKSTORE

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

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

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

CONCESSIONS AND PARKING

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

Contracts Between the Board of Education and school support organization

1. A school support organization may contract with the System to fund curriculum-based classes. These classes may be scheduled during such times at the Superintendent deems appropriate for student benefit. Such classes may not be a replacement for services currently provided by any school employee. Such classes can be scheduled during normal school hours for activities that are not available after school, are not funded by the System's budget and are an enhancement to current programs. Funds for such classes must be paid to the System and must be in an amount sufficient to cover salaries for staffing and any other needs related to the class. The school support organization that funds such classes will be allowed to have a representative participate in the hiring of any staff needed for the class and will be allowed to participate in the design of curriculum, if necessary. Any staff hired pursuant to this provision will be subject to the same policies and procedures as other similarly situated staff.
2. The school support organization may contract with professional individuals through personal services contracts approved by the Superintendent of Schools for the staff hired to provide enhancement. The

Board will not be responsible for the compensation of any staff or the payment of any sums under such personal services contracts and the Superintendent of Schools will have final authority to terminate such personal services contracts.

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Legal References

1. TCA 49-2-601, et seq

Cross References

Use of Copyrighted Materials, Mascots and Logos
4.404

Johnson City Board of Education

Monitoring: Review Annually, in January	Accounting System	Descriptor 2.700	Issue Date 4/3/2023
		Rescinds 2.700	Issued 2/7/2017

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2 **CENTRAL OFFICE**

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

7
8 **GENERAL FUNDS**

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

15
16 All school accounts shall be audited on an annual basis by an independent auditor selected by the City. The
17 auditor shall be required to provide to the Board of Education a detailed breakdown of audit adjustments.
18 When administering the budget, the Superintendent of Schools shall strive to hold expenditures within the
19 budgeted amounts thus making the actual financial report comply as much as possible with the budget which
20 was approved by the Johnson City Board of Education. The total budgeted amount shall not be exceeded
21 without the approval of an amended budget by the Board and the City Commission. The undesignated fund
22 balance cannot be expended without prior approval of the Board.

23
24 **FEDERAL FUNDS**

25
26 Each individual federal fund will have a supervisor appointed by the Superintendent of Schools. That
27 supervisor will be responsible for assuring that the fund is administered according to the following:

- 28
29
1. Fund application as approved;
 2. Purchasing procedures of the Johnson City School System;
 3. Expense accounts not exceeding the federal funds budgeted;
 4. The Federal Government Educational Department of General Administrative Regulations; and
 5. Year-end completion reports completed accurately and submitted in a timely manner.
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35 **INTERNAL ACTIVITY FUNDS**

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

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40 The Board shall hold each principal responsible for the management of all internal accounts under his
41 jurisdiction in accordance with the *Tennessee Internal School Funds Uniform Accounting Policy Manual*.³
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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(c) and (d)

Cross References:

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

Johnson City Board of Education

Monitoring: Review Annually, in January	Inventories	Descriptor 2.702	Issue Date 4/3/2023
		Rescinds 2.702	Issued 10/6/2008

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

Each school shall maintain a complete inventory of text books and library materials ~~with a duplicate maintained in the central office~~ **and enter into the school system's inventory management system.**

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

1. EQUIPMENT AND TEXTBOOKS

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

- a. All **capital assets and sensitive minor** equipment ~~purchased with a value~~ as established in the ~~Tennessee~~ Internal School **Funds** Manual.
- b. ALL textbooks.
- c. Other items of lesser value at the principal's discretions.

2. MEDIA CENTERS

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

3. FURNITURE

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

EQUIPMENT PROCURED WITH FEDERAL DOLLARS

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

Legal Reference:

1. ~~Tennessee Internal School Funds Uniform Accounting Policy Manual~~; Section 4-13 21
2. EDGAR 43 Subtitle A Part 80.334; CFR 80.3-522

Johnson City Board of Education

Monitoring: Review Annually, in January	Audits	Descriptor 2.703	Issue Date 1/4/2018
		Rescinds 2.703	Issued 4/5/2016

An audit of all fiscal accounts, including accounts and records of all school student activity funds, shall be made by a certified public accountant following the end of each fiscal year.¹ A Request For Proposal for audit services shall be obtained every five (5) years or as otherwise directed by the Board of Education.

Internal activity funds shall be audited in accordance with the ~~Tennessee~~ Internal School **Funds Financial Accounting** Manual as a separate audit from the General Purpose School Fund Account. Based upon the recommendation of the Executive Committee, a contract for the audit shall be negotiated with estimated costs and approved by the Board of Education on an annual basis.

Appropriated school funds shall be audited in accordance with State and Federal Regulations pertaining to use of State and Federal Funds. The school department section of the city audit is the official appropriated fund audit. The cafeteria funds and the special grant federal funds shall be audited as separate funds in the city audit.

The Superintendent of Schools shall furnish or make copies of the audit available to the proper authorities as prescribed by law.²

The Board of Education shall review all audits annually, in accordance with the ~~Tennessee~~ Internal School **Funds Financial** Manual and shall approve or reject all official audits.

When a personnel change occurs in an administrative position during the fiscal year and the position is responsible for the expenditure of funds, an internal audit of accounts involved shall be conducted. The internal audit shall be as extensive as the Board may direct.

AUDIT FINDINGS³

A corrective action plan shall be developed to address any findings on the annual audit. The plan shall include the following:

1. Name(s) of the individual responsible for implementing the plan;
2. The correct action taken or planned; and
3. Anticipated completion date.

The plan shall be submitted to the Office of the Comptroller of the Treasury

Legal References:

1. TCA 49-2-112(a)(1); TCA 49-2-110(a); TCA 6-36-112
2. TCA 49-2-112(d)(2); TRR/MS 0520-1-.13(3)(d)
3. Public Acts of 2017, Pub Chp. 383

Cross References:

- Student Activity Fund Management 2.900
- Student Solicitations/Fund-Raising 6.701

Johnson City Board of Education

Monitoring: Review Annually, in January	Expenditure of Funds	Descriptor 2.800	Issue Date 4/4/2022
		Rescinds 2.800	Issued 2/2/2009

1 *Central Office*

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3 All expenditures shall be approved by the Board **of Education**. No expenditure may be authorized or made
4 which exceeds the appropriation for any fund of the budget as adopted or amended. Employees of this system
5 will not create or authorize creation of a deficit in any fund. Expenditures or encumbrances will not be
6 authorized, made or incurred in excess of any fund balance. Line item changes within a major category of an
7 approved budget do not require Board approval.

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9 *Individual Schools*

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11 Internal activity funds shall not be expended without written approval by the principal or designee. All such
12 expenses shall be in accordance with the *Tennessee Internal School Funds Uniform Accounting Policy*
13 *Manual*. Restricted account expenditures require the account sponsor's approval prior to expense. No checks
14 will be written to employees from the internal school activity fund account except as a reimbursement for
15 adequately documented expenses. Any supplemental compensation owed to the Board for extracurricular
16 activities must be processed through the Superintendent of Schools' office in the same manner as salary and
17 other payroll payments. The Board will invoice the school for reimbursement. Substitute teachers' salaries
18 related to restricted class and club accounts will be paid by the Board and shall be reimbursed by the school
19 from the appropriate class or club account.¹ Negative balance accounts are not authorized.

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21 Employees who authorize or contract for any obligation in violation of this policy shall assume personal
22 responsibility for the payment of the obligation, shall be subject to dismissal from employment and shall be
23 subject to applicable civil and criminal proceedings. Any obligation, authorization for expenditure or
24 expenditure made in violation of the law and this policy shall be illegal and void.²

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34 Legal Reference:

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36 1. *Tennessee Internal School Funds Uniform Accounting*
37 *Policy Manual*, Section 5-22 **18**
38 2. *Tennessee Internal School Funds Uniform Accounting*
39 *Policy Manual*, Section 5-17 **14**

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- Cross Reference:

Line Item Transfer 2.201
Purchasing 2.805

Johnson City Board of Education

Monitoring: Review Annually, in January	Bids and Quotations	Descriptor 2.806	Issue Date 4/3/2023
		Rescinds 2.806	Issued 4/13/2020

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All purchases of supplies, materials, equipment, and contractual services of fifty thousand dollars (\$50,000) or more, including those of individual schools, shall be based on sealed competitive bids.¹ These bids shall be solicited by advertisement in a newspaper of general circulation in the district and by publication on the Internet. However, said newspaper advertisement and Internet publication may be waived by the purchasing agent in an emergency.² The purchasing agent shall advertise for bids and receive quotations. The ~~principal~~ **City of Johnson City's purchasing department** shall serve as purchasing agent ~~in each school~~.

Purchases between the amounts of twenty thousand (\$20,000) and forty-nine thousand nine hundred ninety nine (\$49,999) dollars will be solicited by the ~~e~~**City of Johnson City** purchasing department.

All purchases of less than twenty thousand dollars (\$20,000), including those of individual schools, may be made in the open market without newspaper notice, but shall, whenever possible, be based on at least three (3) competitive bids. Written quotes shall be obtained for purchases between four thousand dollars (\$4,000) and nineteen thousand nine hundred ninety nine dollars and ninety nine cents (\$19,999).

The lowest and best bid shall be accepted. The Board **of Education** reserves the right to reject any or all bids or any part of any bid and, if applicable, to accept that bid which is best as evidenced by reasons relative to the purpose of the purchase.³ Any bid may be withdrawn prior to the scheduled time for the opening of bids. Any bid received after the time and date specified shall not be considered.

The bidder to whom the award is made may be required to enter into a written contract.

The practice of splitting an order or dividing items to be purchased in order to avoid the use of bidding or other purchasing procedures is prohibited.

Contracts for legal services, educational consultants, and similar services by professional persons shall not be based upon competitive bids but shall be awarded on the basis of recognized competence and integrity.⁴

Legal References:

1. TCA 49-2-203(a)(3)
2. TCA 49-2-203(a)(3)(A)-(C); TCA 49-2-206(b)(2)
3. TCA 49-2-203 (a)(D)(c)
4. TCA 12-3-1209; TCA 12-4-107
5. TCA 29-20-407

Cross References:

- Purchases 2.805
- Consultants 1.303
- Conflict of Interest 5.601

Johnson City Board of Education

Monitoring: Review Annually, in January	Student Activity Funds Management	Descriptor 2.900	Issue Date 7/1/2002
		Rescinds 2.900	Issued 7/1/2000

Individual Schools

The activity funds of each school shall include athletic and student organization funds and any other fund belonging to any student group, class, or activity.

Whatever the source, all student activity funds shall be under the jurisdiction of the Board **of Education** and under the specific control of the school principal. Contracts with fund-raising agencies must comply with board policy and be approved in writing by the Superintendent of Schools or designee.

Principals and/or sponsors who knowingly authorize/allow unapproved fund-raising activities shall be subject to disciplinary action.⁺

Student activity funds shall be deposited in respective school activity accounts. Proper records of receipts and disbursements shall be maintained in accordance with the *Tennessee Internal School Uniform Accounting Policy Funds Manual*.²

Revenue raised for specific purposes must be expended for that purpose, unless otherwise authorized in writing by both the activity group sponsor and the principal.³

An annual audit of the account and records of all student activity funds shall be conducted as a part of the audit of all other district funds.⁴

Any unencumbered class or activity funds automatically revert to the general activity fund of the school when a class graduates or an activity is discontinued.

Funds derived from activities sponsored by parent-teacher associations, parent-teacher organizations or other support organizations are not subject to this policy, unless such funds are in sole custody of the school.⁵

Legal References:

1. TCA 49-2-110(c)(d)
2. *Tennessee-Internal School Uniform Accounting Policy Funds Manual*; Section 4-2624
3. *Tennessee-Internal School Uniform Accounting Policy Manual*; Section 5-2514
4. TCA 49-2-112(a)
5. TCA 49-2-110(e)

Cross References:

- Parent Organizations/Booster Clubs 4.503
- Student Solicitations/Fund-Raising 6.701
- Vendor Relations 2.809

Johnson City Board of Education

Monitoring: Review Annually, in April	Student Educational Programs	Descriptor 6.100	Issued Date 4/4/2022
		Rescinds 6.100	Issued Date 4/5/2021

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

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

Legal Reference:

1. 20 U.S.C. § 1703

Cross References:

- School District Goals & Objectives 1.700
- Instructional Goals & Objectives 4.100
- Discrimination/Harassment 6.304

Johnson City Board of Education

Monitoring: Review Annually, in April	Home Schools	Descriptor 6.202	Issued Date 4/3/2023
		Rescinds 6.202	Issued 4/4/2022

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

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

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

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

5
 6 Johnson City school facilities shall be available for the instruction of home school students only when *all* of
 7 the following conditions exist:

- 8
 9 1. Special needs courses are being taught which require services unavailable to the home school
 10 student and these services cannot be provided through any means other than the public schools;
- 11
 12 2. Requests for services are made known by the home school parent when notice is given to the
 13 Superintendent of Schools of the intent to conduct a home school;
- 14
 15 3. The Superintendent of Schools investigates the request and makes recommendations to the
 16 Board;
- 17
 18 4.. No overcrowding, additional expenses, including providing of transportation or other special
 19 situations which interfere with the normal operation of the school system, shall be incurred; and
 20
- 21 5. Approval by the Board on a case-by-case basis.

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

26
 27 ~~If a home school student falls more than one (1) year behind his appropriate grade level in their compre-~~
 28 ~~hensive test score for two (2) consecutive tests, and if a certified teacher licensed to teach at the student's~~
 29 ~~grade level determines through appropriate means that the student is not learning disabled, the Superintendent~~
 30 ~~of Schools shall require the parents to enroll the child in a public, private or church-related school.~~

31
 32 Home school students are not permitted to participate in non-athletic extracurricular programs within Johnson
 33 City Schools. Students must enroll and attend schools under the supervision and control of the Johnson City
 34 Schools Board of Education to be permitted to participate in student organizations/extra-curricular activities.
 35 Home school students may participate in TSSAA athletic programs (pursuant to Article II, Section 25 of the
 36 TSSAA Bylaws) by notifying the Superintendent of Schools by August 1 of the school and the principal by
 37 August 15 of the school year.

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 43 Legal Reference:

- 44 1. TCA 49-6-3050(a)(10)(2)(A); TCA 49-50-801

Johnson City Board of Education

Monitoring: Review Annually, in April	School Admissions	Descriptor 6.203	Issued Date 4/4/2022
		Rescinds 6.203	Issued 1/3/2022

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

Any students entering school for the first time must present:

1. ~~A birth certificate or officially acceptable evidence of date of birth at the time of registration~~ **Proof of Age Affidavit;**
2. Evidence of a current medical examination.² There shall be a complete medical examination of every student entering school for the first time. This applies to pre-K, kindergarten, first grade and other students for whom there is no health record; and
3. Evidence of state-required immunization.³

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

A child whose care, custody and support has been assigned to a resident of the district by a properly executed and valid power of attorney or order of the court shall be enrolled in school provided appropriate documentation has been filed with the district office.⁴

A student may transfer into the school system at any time during the year if their parent(s) makes a bona fide move and change of residence into the city limits of Johnson City.

When a student who has been judged delinquent for an offense involving murder, rape, robbery, kidnapping, aggravated assault or reckless endangerment initially enters school, or resumes attendance after suspension or expulsion, the parents, guardians, or legal custodians of such student shall notify the principal by providing the abstract of record required by law or other similar written information regarding the offense. This information shall be shared only with school employees who have responsibility for classroom instruction of the student, the school counselor, social worker or school psychologist and the school resource officer. Such information is otherwise confidential and shall not be released to others except as required by law. The written notification shall not become a part of the student's record.⁵

Legal References:

1. McKinney-Vento Education Assistance Improvements Act of 2001 Subtitle B § 721-725; Pub L. 114-95
2. TRR/MS 0520-1-3-.08(2)(a); TCA 49-6-5004(a)
3. TCA 49-6-5001(c)

Cross Reference:

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

- 1 4. TCA 49-6-3001(c); TCA 37-1-131(a)(2)
- 2 5. TCA 49-6-3051

Johnson City Board of Education

Monitoring: Review Annually, in April	Student Concerns, Complaints and Grievances	Descriptor 6.305	Issued Date 4/4/2022
		Rescinds 6.305	Issued 4/5/2021

STUDENT CONCERNS AND COMPLAINTS

Decisions made by school personnel - such as assistant principals, teachers, or teacher assistants - which students believe are unfair or in violation of policies of the Board **of Education** or individual school rules may be appealed orally or in writing to the school principal or a designated representative. To appeal, students or parents/guardians, must contact the principal's office in their school within five (5) days of the decision and provide their name, the issue and the reason for their appeal. The appeal will be investigated and a decision reached, preferably within five (5) school days, but no later than ten (10) school days.

If the principal does not make a decision within ten (10) school days or if the student or parent is unsatisfied with the decision of the principal, the student or parent may appeal by contacting the Superintendent of Schools or their designee. The appeal may be made in writing or orally and shall include the student's name, the school and a description of the problem and shall be filed within five (5) **school** days of receipt of the decision of the principal.

The Superintendent of Schools shall use due diligence in the investigation, and their decision shall be communicated to the school principal and student. A written copy of the decision also will be sent to the student and the principal.

Cross References:

- Appeals To & Appearances Before the Board 1.404
- Grievances & the Americans w/ Disabilities Act 1.802
- Discrimination/Harassment of Students 6.304
- Title IX & Sexual Harassment 6.3041

Johnson City Board of Education

Monitoring: Review Annually, in April	Zero Tolerance Offenses	Descriptor 6.309	Issued Date 4/4/2022
		Rescinds 6.309	Issued 4/5/2021

In order to ensure a safe and secure learning environment, the following offenses will not be tolerated and will subject offenders to criminal prosecution¹:

1. Bringing to school or being in unauthorized possession of a firearm on school property;²
2. Unlawful possession of any drug, including any controlled substance, controlled substance analogue, or legend drug on school grounds or at a school-sponsored event;³
3. Aggravated assault;⁴ or
4. Assault that results in bodily injury⁵ upon any teacher, principal, administrator, any other employee of the school, or school resource officer.
5. **Threats of mass violence on school property or at a school related activity.**⁶

Committing any of these offenses shall result in a student being expelled from the regular school program for at least one (1) calendar year unless modified by the Superintendent of Schools. Modification of the length of time shall be granted on a case-by-case basis. Students that commit zero tolerance offenses may be assigned to an alternative school or program at the discretion of the Superintendent of Schools.⁷

When it is determined that a student has violated this policy, the principal shall notify the student's parent(s)/guardian(s) and the criminal justice or juvenile delinquency system as required by law.⁷

Legal References

1. TCA 49-6-3401(g)
2. 18 USCA § 921(a)(3); 20 USCA § 7961
3. TCA 39-17-454; TCA 53-10-101
4. TCA 39-13-102
5. TCA 39-13-101(a)(1)
6. **TCA 39-16-517; Public Acts of 2023, Chapter No. 299**
7. TCA 49-6-3401(g)(2); TCA 49-6-3402
8. TCA 49-6-4209; TCA 39-17-1312; 20 USCA § 7961(h)(1)

Cross References

- Code of Conduct 6.300
- Drug-Free Schools 6.307
- Suspension 6.316
- Student Disciplinary Hearing Authority 6.317
- Alternative Education 6.319
- Safe Relocation of Students 6.4081

Johnson City Board of Education

Monitoring: Review Annually, in April	Care of School Property	Descriptor 6.311	Issued Date 4/7/2008
		Rescinds 6.311	Issued 5/7/2007

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

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

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

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

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

Legal Reference: _____

1. TCA 37-10-101 through 103

Cross References: _____

Visitors to the School 1.501
Security 3.205
Student Fees and Fines 6.709

Johnson City Board of Education

Monitoring: Review Annually, in April	Use of Personal Communication Devices in School	Descriptor 6.312	Issued Date 4/3/2023
		Rescinds 6.312	Issued 4/4/2022

Elementary and Middle Schools

Students at elementary and middle schools are not permitted to use personal communication devices **including, but not limited to, cell phones, smart watches, and tablets,** on school property during school hours without the permission of a teacher or administrator. The use of personal communication devices is permitted by students at these schools at extracurricular school activities on or off school property. The use of personal communication devices is strictly prohibited in any restroom or locker room whether on school grounds or while attending any school related event or activity. Personal communication devices used in violation of this policy will be subject to confiscation at any time. Disciplinary action will be taken against students who violate this rule.

Science Hill High School

Use of personal communication devices **including, but not limited to, cell phones, smart watches, and tablets,** ~~including text messaging,~~ is generally prohibited during classes and at other times as announced. **This includes text messaging.** However, students are allowed to use their personal communication devices at school during non-instructional times and during those instructional times designated by teachers. Students who have personal communication devices in class are responsible for having them turned off or otherwise silenced so that ~~incoming calls~~ **notifications** will not interfere with instruction. The use of personal communication devices is strictly prohibited in any restroom or locker room whether on school grounds or while attending any school related event or activity.

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

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

Employee Use of Personal Communication Devices

Employees are prohibited from using personal communication devices for personal reasons during regular instructional periods except in an emergency. **Additionally, personal devices may be used exclusively for two-factor authentication purposes during instructional periods.** Employee personal communication devices must be off or in mute mode during class times. Employees are prohibited from using a personal communication device while operating heavy equipment or while on a work site that requires close attention. Employees are discouraged from using personal communication devices while operating school owned vehicles.

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Pagers

~~Students may not possess pagers on school property or during school activities off school property¹ unless the student has permission of the principal or principal's designee and a permit signed by the student's parents (if under the age of 18).~~

~~Except as set forth herein, students who are in possession of a personal pager during the regular school day are in violation of this policy and school rules and are, therefore, subject to the related disciplinary action.~~

Legal Reference:

~~1. TCA 49-6-4214~~

Cross Reference

Student Code of Conduct 6.300
Methods of Discipline 6.313

Johnson City Board of Education

Monitoring: Review Annually, in April	Methods of Discipline	Descriptor 6.313	Issued Date 4/4/2022
		Rescinds 6.313	Issued 4/3/2017

DISCIPLINARY ACTIONS

The following methods of discipline are recognized and approved for use with students who choose to disrupt the academic processes¹:

- * verbally correcting the student
- * contacting a parent
- * conference between student and teacher or administrator
- * writing a contract
- * restricting activities
- * assigning work details
- * requiring special assignments
- * issuing demerits
- * assigning behavior modification activities
- * denying class privileges
- * assigning detention after school
- * changing the student's instructor
- * suspending from school-sponsored activities
- * placing in an alternative assignment
- * suspending from the school bus
- * suspending in-school
- * suspending out-of-school
- * prohibiting participation in field trips and extracurricular activities
- * demanding restitution for lost, damaged or stolen property
- * restricting the honors the student is otherwise due
- * withholding report cards
- * prohibiting the student's attendance at graduation exercises or other school functions
- * withholding transcripts
- * expulsion

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

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

DISCIPLINARY RECORDS

A disciplinary record which contains the name of the student, the type of misconduct, the type of punishment administered, the name of the person administering the punishment, the name of the witness present, and the date and time of punishment shall be maintained when any of the following disciplinary actions are administered: suspending from the school bus; suspending in-school; suspending out-of-school; prohibiting participation in field trips and extracurricular activities; demanding restitution for lost, damaged or stolen

1 property; withholding report cards; **prohibiting participation in** school functions; and withholding
2 transcripts.

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4 Disciplinary records shall be filed in the school office and made available to parents or students, whichever
5 is appropriate.²
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12 Legal References:

- 13 1. TCA 49-6-3401; TCA 49-6-4216
- 14 2. TCA 10-7-504(b)

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17 Cross References:

- 18 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 April	Suspension/Expulsion/Remand	Descriptor 6.316	Issued Date 4/4/2022
		Rescinds 6.316	Issued 4/13/2020

DEFINITIONS:¹

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

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

Remand: assignment to an alternative school.

REASONS FOR SUSPENSION/EXPULSION:

For any infraction occurring at school or at a school related event, any principal or their designee, or assistant principal (herein called principal) may suspend/expel any student from attendance at school or any school-related activity on or off campus (out-of-school suspension) or from attendance at a specific class or classes, or from riding a school bus, without suspending such student from attendance at school (in-school suspension), for good and sufficient reasons including, but not limited to:²

1. Willful and persistent violation of the rules of the school or truancy;
2. Immoral or disreputable conduct, including vulgar or profane language;
3. Violence or threatened violence against any person attending or assigned to any school;
4. Willful or malicious damage to real or personal property of the school, or the property of any any person attending or assigned to the school;
5. Inciting, advising or counseling of others to engage in any of the acts herein enumerated;
6. Marking, defacing, or destroying school property;
7. Possession of a pistol, gun or firearm or facsimile on school property or school event on or off school property;³
8. Possession of a knife or blade, etc., as defined in TCA 39-6-1701, on school property or school event on or off school property;
9. Assaulting any person attending or assigned to any school with vulgar, obscene or threatening language;
10. Unlawful use or possession of barbitol or legend drugs, as defined in TCA 53-10-101;³

- 11. Illegal use or possession of drugs, alcohol, ~~or~~ marijuana, drug analogs, tobacco products, e-cigarettes or vaporizers;
- 12. Engaging in behavior which disrupts a class or school-sponsored activity;
- 13. Making a threat, including a false report, to use a bomb, dynamite, any other deadly explosive or destructive device including chemical weapons on school property or at a school sponsored event or activity;
- 14. Two (2) or more students initiating a physical attack on an individual student on school property or at a school event or activity, including travel to and from school;
- 15. Off-campus criminal behavior resulting in felony charges when continued presence in school poses a danger to persons or property or disrupts the educational process; and
- 16. Any other conduct prejudicial to good order or discipline in any school.³

IN-SCHOOL SUSPENSION:⁴

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

SUMMARY SUSPENSION:

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

PROCEDURES FOR SUSPENSION AND EXPULSION:⁵

- 1. Unless the student’s continued presence in the school, class or school-related activity presents an immediate danger to the student or other persons or property, no principal shall suspend/expel any student until that student has been advised of the nature of their misconduct, questioned about it, and allowed to give an explanation.
- 2. Upon suspension/expulsion of any student including in-school suspension in excess of one (1) day, the principal shall make an immediate attempt to contact the parent to inform them of the suspension/expulsion. The student shall not be sent home before the end of the school day unless the parent has been contacted.

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

rules the principal is not able to keep a student on school grounds and restore order or protect others, the principal will call local law enforcement to assist in removing the student from school premises.

- 3. The principal shall notify the parent and the Superintendent of Schools or designee in writing:
 - a. Of the suspension/expulsion and the cause for it; and
 - b. Of a request for a meeting with the parent, student and principal, to be held as soon as possible, but no later than five (5) school days following the suspension/expulsion.
- 4. Immediately following the scheduled meeting, whether or not attended by the parent or student, the principal shall determine the length of the suspension/expulsion and set conditions for readmission. If the principal determines the length of the suspension to be between six (6) and the maximum of ten (10) days, the principal shall develop and implement a plan for correcting the behavior when the student returns to school.
- 5. If at the time of the suspension the principal determines that an offense has been committed which, in the judgment of the principal would justify a suspension/expulsion for more than ten (10) days, they may suspend/expel/remand the student unconditionally for a specified period of time or upon such terms and conditions as are deemed reasonable.
- 6. The principal shall immediately give written or actual notice to the parent and the student of the right to appeal the decision to suspend/expel/remand for more than ten (10) days. All appeals must be filed with the principal, orally or in writing, within five (5) school days after receipt of the notice. Appeals may be filed by the parent, the student or any person holding a teaching license who is employed by the school system if requested by the student.
- 7. The appeal from this decision shall be to the Disciplinary Hearing Authority appointed by the Board.
- 8. If a suspension/expulsion occurs during the last ten (10) days of any term or semester, the student shall be permitted to take such final examinations or submit such required work as necessary to complete the course of instruction for that semester, subject to conditions prescribed by the principal.
- 9. Students under suspension from one (1) school in the school system cannot enter another school in the system for the duration of the suspension. This does not include assignment to an alternative school.

Legal References:

- 1. TCA 49-6-3007(h)
- 2. TCA 49-2-203(a)(8); TCA 49-6-3401(a)
- 3. TCA 49-6-4216; TCA 39-17-1309; TCA 39-17-417
- 4. TCA 49-6-3401(b)(1)
- 5. TCA 49-6-3401(b); *Goss v. Lopez*, 419 U.S. 565 (Ohio, 1975); Individuals with Disabilities Act Amendments of 1997 § 615

Cross References:

- Procedural Due Process 6.302
- Interference/Disruption of School Activities 6.306
- Bus Conduct 6.308
- Zero Tolerance Offenses 6.309
- Dress Code 6.310
- Discipline Procedures 6.313
- Disciplinary Hearing Authority 6.317

Johnson City Board of Education

Monitoring: Review Annually, in May	Use of the Internet	Descriptor 6.320	Issued Date 4/3/2023
		Rescinds 6.320	Issued 4/4/2020

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

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

Prohibited and illegal activities include but are not limited to the following.¹

1. Sending or displaying offensive or obscene messages or pictures
2. Using obscene language
3. Harassing, insulting, defaming, bullying or attacking others
4. Damaging computers, computer systems, or computer networks
5. Hacking or attempting unauthorized access to any computer or server
6. Violation of copyright laws
7. Trespassing in another's folders, work, or files
8. Using another's password or other identity (impersonation)
9. Use of the network for commercial purposes
- ~~10. Excessive buying or selling on the Internet~~
10. Using school or system computers for personal business
11. Creating a false identity

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

E-MAIL

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

Legal Reference:
1. TCA 39-14-602
2. TCA 10-7-512

Cross Reference:
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	Student Counseling Program	Descriptor 6.400	Issued Date 5/7/2018
		Rescinds 6.400	Issued 4/6/2015

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

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

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

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

~~The intermediate, middle and high school counseling departments shall provide leadership to teachers in the counseling area and help them in the selection of counseling tools and materials and in the administration and interpretation of individual or group tests.~~

School administrators are authorized to work with recognized groups who may furnish special services to students.

Legal Reference:

1. TRR/MS 0520-1-3-.08(1)(b)

Cross References:

- Graduation Requirements 4.605
Testing Programs 4.700

Johnson City Board of Education

Monitoring: Review Annually, in May	Physical Examinations and Immunizations	Descriptor 6.402	Issued Date 4/3/2023
		Rescinds 6.402	Issued 4/4/2022

PHYSICAL EXAMINATIONS¹

The principal shall ensure that there is a complete physical examination of each student prior to:

1. Entering school for the first time²; and
2. Participation as a member of any athletic team.³

Cost of the examination shall be borne by the parent/guardian of the student. These records shall be on file in a secure location.

Students who do not provide proof of a complete, physical examination shall be denied admission to school until appropriate documentation is presented subject to the requirements of statute.

Screening tests as required by the Tennessee Department of Education and the Department of Health will be conducted. Parents/Guardians will receive written notice of screening results that indicate a condition that might interfere or tend to interfere with a student's progress.

In general, the school district will not conduct physical examinations of a student without parent/guardian consent to do so or by court order, unless the health or safety of the student or others is in question.⁴

IMMUNIZATIONS

Students will not be permitted to attend school without proof of immunization as determined by the Commissioner of Health unless circumstances outlined in state or federal law prevent a student from producing such records.^{2,5} It is the responsibility of the parent(s)/guardian(s) to have their children immunized and to provide such proof to the principal of the school which the student is to attend.⁵

Exceptions will be granted to any student whose parent/guardian files with school authorities a signed, written statement that such measures conflict with the one of the following:

1. Their religious tenets and practices if in the absence of an epidemic or immediate threat of an epidemic;⁶ or
2. Due to medical reasons if the student has a written statement from their doctor excusing them from the immunization.⁷

The Superintendent of Schools shall ensure that appropriate immunization records are maintained for each student.

Legal References:

1. 20 USCA§ 1232h(c) TCA 49-6-5004(a)
2. TRR/MS 0520-1-3-.08(2)(a);
3. TRR/MS 0520-1-3-.08(2)(b)
4. Tennessee School Health Screening Guidelines,
https://www.tn.gov/content/dam/tn/education/csh/csh_school_health_screening_guidelines.pdf
5. TCA 49-6-5001(a)-(c)
6. TCA 49-6-5001(b)(2)
7. TCA 49-6-5001(c)(2)

Cross Reference:

Homeless Students 6.503
School Admissions 6.2034
Student Health Services 6.401

Johnson City Board of Education

Monitoring: Review Annually, in May	Medicines	Descriptor 6.405	Issued Date 4/3/2023
		Rescinds 6.405	Issued 4/4/2022

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

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

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

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

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

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

30 The principal/designee will:

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

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

The parent/guardian is responsible for informing the designated official of any change in the student's health or change in medication.

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

BLOOD GLUCOSE SELF-CHECKS²

Upon written request of a parent/guardian and if included in the student's medical management plan and in the Individualized Healthcare Plan (IHP), a student with diabetes shall be permitted to perform a blood glucose check or administer insulin using any necessary diabetes monitoring and treatment supplies, including sharps. The student shall be permitted to perform the testing in any area of the school or school grounds at any time necessary.

Sharps shall be stored in a secure, but accessible location, including the student's person, until use of such sharps is appropriate.

Use and disposal of sharps shall be in compliance with the guidelines set forth by the Tennessee Occupational Safety and Health Administration (TOSHA).³

STUDENTS WITH PANCREATIC INSUFFICIENCY OR CYSTIC FIBROSIS⁴

Students diagnosed with pancreatic insufficiency or cystic fibrosis shall be permitted to self-manage their prescribed medication in a manner directed by a licensed health care provider without additional assistance or direction. The Superintendent of Schools shall develop procedures for the development of an IHP for every student that wishes to self-administer.

STUDENTS WITH ADRENAL INSUFFICIENCY⁵

The parent/guardian of a student diagnosed with adrenal insufficiency shall notify the school district of the student's diagnosis. Once notified, the district shall observe the following guidelines:

1. The district shall train school personnel who will be responsible for administering the medication for the treatment of adrenal insufficiency and any who volunteer to administer the medication;
2. The district shall maintain a record of all school personnel who have completed this training; and
3. If a student is suffering from an adrenal crisis, a school nurse or other licensed health care professional may administer the prescribed medication to the student. If a school nurse or other licensed health care professional is not immediately available, trained school personnel may administer the prescribed medication.

The Superintendent of Schools shall develop procedures on the administration of medications that treat adrenal insufficiency, including the treatment of an adrenal crisis while on school transportation and during activities such as field trips, and recordkeeping per state law.

Legal References

1. TCA 49-50-1602 *et seq.*; 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; State Board of Education Policy 4.205

Cross References

- Promoting Student Welfare 6.400
Emergency Allergy Response Plan 6.412

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Johnson City Board of Education

Monitoring: Review Annually, in May	Student Psychological Services	Descriptor 6.406	Issued Date 4/5/2016
		Rescinds 6.406	Issued 7/1/2000

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

~~School counselors~~ **All counseling staff** shall respect the right of privacy of the students they counsel. Confidentiality shall be maintained by the counselor except:

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

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

Legal Reference:

1. TRR/MS 0520-1-3-.08(1)(c)

Cross Reference:

Testing Programs 4.700

Johnson City Board of Education

Monitoring: Review Annually, in May	Accidents and Illnesses	Descriptor 6.410	Issued Date 4/4/2022
		Rescinds 6.410	Issued 4/13/2020

Parents/Guardians of all students shall provide the schools with medical authorization which shall contain the following information:

1. Parents’/Guardians’ location and phone number during the school day;
2. An alternative contact name and phone to be used in the absence of parent;
3. The name, address and phone number of the student’s physician(s);
4. Instructions in the event that medical treatment is needed;
5. Information concerning a student’s particular physical disability or medical condition.

The authorization will be required annually and will be kept on file in the school’s office.

If a student suffers a minor injury or becomes ill, the staff member in charge shall ensure that first aid is rendered. Parents/guardians will be notified of the injury in a timely manner.

In the event of serious injury or illness to a student, immediate aid will be rendered and when necessary the student will be transported to a hospital emergency room. Attempts will be made to notify the parents/guardians of the situation as soon as. If the parents/guardians cannot be reached, the student will be transported to the hospital emergency room and the physician identified by the parents/guardians on the emergency medical authorization form will be notified of the accident. Efforts to notify the parents/guardians will continue until they are informed.

Principals will inform the Superintendent of Schools immediately of any serious injuries suffered by students while under jurisdiction of the school. A report of each accident taking place in a school will be filed in the offices of both the principal and the Superintendent of Schools. Forms for reporting accidents will be made available from the office of the Superintendent of Schools. In all accidents serious enough to require medical attention or requiring the student to be taken home, or in all cases that the staff member in charge deems desirable, reports will be made and filed as stated above.

~~No ill or injured student will be taken and left at home or sent home unless a parent/guardian, or someone designated by the parents/guardians, is at home to accept the responsibility of the student.~~

Depending on the severity of the illness or injury, the Johnson City Schools may require a parent/guardian, or someone designated by the parents/guardians, to be home to accept responsibility of the student before they are taken and left at home or sent home.

Parents/guardians who object to the procedures contained in this policy shall submit to the principal an alternative written emergency plan. Written approval of the principal, in coordination with the nursing staff, is required before any such alternative plan is put in to place for a student.

Johnson City Board of Education

Monitoring: Review Annually, in May	Coordinated School Health	Descriptor 6.411	Issued Date 4/4/2022
		Rescinds 6.411	Issued 4/13/2020

POLICY INTENT

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

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

COMMITMENT TO COORDINATED SCHOOL HEALTH

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

SCHOOL HEALTH ADVISORY COUNCIL

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

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

The State Board of Education's Physical Education Policy shall be used as guidance by the Council to make recommendations. The Board may consider recommendations of the Council in making policy changes or revisions.^{1,2}

1 Additionally, each school will have a Healthy School Team consisting of teachers, students, parents, and
2 administrators. The team will hold Healthy School Team meetings during the school year to assess needs and
3 oversee planning and implementation of school health efforts.
4

5 The Superintendent of schools will ensure compliance with the school Wellness Policy, to include an
6 assessment of the implementation of the Wellness Policy and the progress made in attaining the policy goals.
7 The assessment will be made to the public.
8

9 **COMMITMENT TO NUTRITION**

10
11 All schools shall offer school meal and snack programs with menus that meet or exceed the patterns and
12 nutrition standards established by the U.S. Department of Agriculture and State Board of Education's
13 Minimum Nutritional Standards For Individual Food Items Sold Or Offered For Sale To Pupils In Pre-K
14 Through Eight. The coordinated school health ~~counselor~~ **coordinator** shall be responsible for overseeing the
15 school district's compliance with the State Board of Education Rules and Regulations for sale of food items in
16 the school district and that this Wellness Policy is being fulfilled by all schools in the district. They shall
17 register with the State Department of Education.³
18

19 The goals shall be to give students an adequate time to enjoy healthy meals and relax in a pleasant
20 environment. Meals shall be accessible to all students in a non-stigmatizing manner. Good nutritional habits
21 shall be encouraged.
22

23 All food including vending machines, fundraising items, and concessions must meet guidelines set forth by the
24 Healthy Hunger-free Kids Act, 2010, Smart Snacks in Schools.
25

26 **DISTRICT GOALS**

27
28 The district will promote healthy nutrition through various activities, including nutrition related newsletters,
29 informational links on the district website, healthy eating posters and bulletin boards in dining areas, and
30 informational booths at various community functions.
31

32 Education will be offered as part of a standards based program designed to provide students with the
33 knowledge and skills needed to promote and protect their health as outlined in the State Board of Education
34 and Lifetime Wellness Standards OR Nutrition Education. Nutrition Education will discourage teachers from
35 using high fat, sugar, and sodium foods as rewards and encourage students to start each day with a healthy
36 breakfast.
37

38 **EVALUATION OF EFFECTIVENESS OF NUTRITION PROGRAM**

39
40 The Board shall monitor the effectiveness of the school nutrition program within a wide-range of student
41 constituency groups. Factors to be considered shall include, but are not limited to:
42

- 43 1. Participation rates in school meal programs;
- 44
- 45 2. Student satisfaction surveys to monitor the effects of consumption of healthy snacks on
46 children's health, behavior, and school performance and to monitor satisfaction with snack
47 choices;
- 48
- 49 3. Parent satisfaction surveys to monitor the effects of consumption of healthy snacks on children's
50 health, behavior, and school performance and to monitor satisfaction with snack choices;
51

- 1 4. Frequency and types of health problems noted on school nurse logs;
- 2
- 3 5. Frequency and types of mental health and behavioral problems note on counselor logs;
- 4
- 5 6. Incidence of student behavior infractions;
- 6
- 7 7. Teacher surveys of student's classroom behavior, attention span and memory; and
- 8
- 9 8. Test scores.³

10 **PHYSICAL ACTIVITY**

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

16 Supervised recess should be offered daily to all elementary school children.² Physical activity shall not be
17 employed as a form of discipline or punishment. Schools shall continue to offer after school sports and
18 activities.

19 **CURRICULUM**

20 All applicable courses of study should be based on Lifetime Wellness Curriculum Standards, the K-8
21 Healthful Living Curriculum Standards, and the K-12 Physical Education Curriculum Standards.²

22 **SCHOOL HEALTH INDEX**

23 Beginning July 1, 2006, each school will begin implementation of the School Health Index. The State Board
24 of Education Policy on Implementation of School Health Index shall be followed by each school within the
25 district. (*See, Tenn. State Board of Ed. Physical Activity Policy, Aug. 18, 2005*).²

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

29 **RECORDS COMPLIANCE**

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

34 **TRIENNIAL ASSESSMENT**

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

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Legal References:

1. Section 204 of Public Law 108-265; June 30, 2004
Child Nutrition and WIC Reauthorization Act of 2004
2. State Board of Education, Policy 4.206, Physical Activity, August 18, 2005
3. TRR/MS 0520-1-6

Johnson City Board of Education

Monitoring: Review Annually, in May	Prevention and Treatment of Sports Related Concussions	Descriptor 6.413	Issued Date 4/2/2023
		Rescinds	Issued 4/4/2022

1 The Board **of Education** recognizes that concussions can be a serious health issue and should be treated as
2 such.

3
4 The Board adopts the guidelines and other pertinent information and forms developed by the Tennessee
5 Department of Health to inform and educate coaches, school administrators, student athletes, and
6 parent(s)/guardian(s) of the nature, risk and symptoms of concussions and head injuries. These guidelines
7 and materials may be viewed on the Department of Health's website and shall be made available to interested
8 parties through the Superintendent's Office.

9 This policy shall govern all activities and those individuals involved in those activities which constitute an
10 organized athletic game or competition against another team or in practice or preparation for an organized
11 game or competition. It does not govern those activities or individuals involved in those activities which are
12 entered into for instructional purposes only or those that are incidental to a nonathletic program or lesson.

13 **REQUIRED TRAINING** ¹

14
15
16 The Superintendent of Schools shall ensure that each school's athletic director and coaches, employed or
17 volunteer, annually complete ~~the *Concussion in Sports – What You Need to Know* online course. This~~
18 ~~course may be accessed online at www.nfhslearn.com~~ **concussion training**.

19
20 Prior to the annual initiation of practice or competition, the following persons must review and sign a
21 concussion and head injury information sheet approved by the Tennessee Department of Health: the
22 Superintendent of Schools, licensed healthcare professionals (if appointed), each school athletic director, and
23 each coach, whether employed or volunteer.

24 In addition, prior to the annual initiation of practice or competition, all student athletes and their
25 parent(s)/guardian(s) shall review the concussion and head injury information sheet approved by the
26 Tennessee Department of Health. A form confirming this review shall be signed and returned by the student
27 athlete, if the athlete is eighteen (18) years of age or older; or by the student athlete's parent (s)/guardian(s),
28 for athletes younger than eighteen (18) years of age.

29 All documentation of the completion of a concussion recognition and head injury safety education course
30 program and signed concussion and head injury information sheets shall be maintained by the
31 Superintendent of Schools or their designee for a period of three (3) years.

32 **REMOVAL FROM ATHLETICS** ¹

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34
35 Any student athlete who shows signs, symptoms and/or behaviors consistent with a concussion during an
36 athletic activity or competition shall be immediately removed for evaluation by a licensed healthcare
37 professional, if available, and if not, by the coach or other designated individuals.

38
39 No student athlete who has been removed from an athletic activity or competition due to a concussion or

1 suspected concussion shall be allowed to return to any supervised team activities involving physical exertion,
2 including games, competitions, or practices, until the student athlete has been evaluated by and received
3 written clearance on forms approved by the Department of Health from a licensed health care provider for a
4 full or graduated return. "Health care provider" means a Tennessee licensed medical doctor (M.D.),
5 osteopathic physician (D.O.), or a clinical neuropsychologist with concussion training.²
6

7 This requirement for clearance prior to a student athlete returning to an athletic activity shall not apply if
8 there is a legitimate explanation other than a concussion for the signs, symptoms, and/or behaviors
9 observed.

10 The Superintendent of Schools/designee shall ensure that all protocols approved by the Tennessee
11 Department of Health or required by law relative to the provisions of this policy are followed and
12 implemented within each school.

13 **Penalties**

14 A coach found in violation of the provisions of this policy related to removal from play and return to play shall
15 be subject to the following penalties:

- 16 1. For a first violation, suspension from coaching any athletic activity for the remainder of the season;
- 17 2. For a second violation, suspension from coaching any athletic activity for the remainder of the season
18 and the next season; and
- 19 3. For a third violation, permanent suspension from coaching any athletic activity.
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36 Legal Reference:

- 38 1. TCA 68-55-502
- 39 2. TCA 68-55-501
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Johnson City Board of Education

Monitoring: Review Annually, in April	Prevention and Treatment of Sudden Cardiac Arrest	Descriptor 6.414	Issued Date 4/4/2022
		Rescinds 6.414	Issued Date 4/13/2020

1 The **Board of Education** adopts the guidelines and other pertinent information and forms developed by the
2 Tennessee Department of Health to inform and educate coaches, school administrators, student athletes, and
3 parent(s) / guardian(s) of the nature, risk and symptoms of sudden cardiac arrest. These guidelines and
4 materials may be viewed on the Department of Health's website and shall be made available to interested
5 parties through the Central Office.

6 This policy shall govern all activities and those individuals involved in those activities which constitute an
7 organized athletic game or competition against another team or in practice or preparation for an organized
8 game or competition. It does not govern those activities or individuals involved in those activities which are
9 entered into for instructional purposes only or those that are incidental to a nonathletic program or lesson.

10 **REQUIRED TRAINING¹**

11 The Superintendent of Schools shall ensure that each school's athletic director and coaches, employed or
12 volunteer, annually complete the ~~National Federation of State High School Associations Elective Course~~
13 ~~Sudden Cardiac Arrest~~ online course. This course may be accessed online at www.nfhslearn.com **Sudden**
14 **Cardiac Arrest Training.**

15 Prior to the annual initiation of practice or competition, the following persons must review and sign a sudden
16 cardiac arrest information sheet approved by the Tennessee Department of Health: each school athletic
17 director, licensed healthcare professionals (if appointed), and each coach, employed or volunteer.

18 In addition, prior to the annual initiation of practice or competition, all student athletes and their parent(s) /
19 guardian(s) shall review the sudden cardiac arrest information sheet approved by the Tennessee Department of
20 Health. A form confirming this review shall be signed and returned by the student athlete, if the athlete is
21 eighteen (18) years of age or older; or by the student athlete's parent(s) / guardian(s), for athletes younger than
22 eighteen (18) years of age.

23 All documentation of the completion of a sudden cardiac arrest education course program and signed sudden
24 cardiac arrest information sheets shall be maintained by the Superintendent of Schools or their designee for a
25 period of three (3) years.

26 **Removal from Athletics¹**

27 Any student athlete who shows signs, symptoms and/or behaviors consistent with sudden cardiac arrest during
28 or after an athletic activity or competition shall be immediately removed for evaluation by a licensed
29 healthcare professional, if available, and if not, by a coach or other designated individuals. Signs, symptoms
30 and/or behaviors include, but are not limited to: passing out; fainting; unexplained shortness of breath; chest
31 pains; dizziness; racing heart rate; and extreme fatigue.

32 Student athletes who have been removed from an athletic activity or competition shall not return to any
33 supervised team activities involving physical exertion, including games, competitions, or practices, until the

1 student athlete has been evaluated by and received written clearance on forms approved by the Department of
2 Health from a licensed health care provider for a full or graduated return.
3

4 **Penalties¹**

5 A coach found in violation of the provisions of this policy related to removal from play and return to play shall
6 be subject to the following penalties:

- 7 1. For a first violation, suspension from coaching any athletic activity for the remainder of the season;
- 8 2. For a second violation, suspension from coaching any athletic activity for the remainder of the season
9 and the next season; and
- 10 3. For a third violation, permanent suspension from coaching any athletic activity.

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17 **Legal Reference:**

- 18 1. TCA 68-6-101, et. seq
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Johnson City Board of Education

Monitoring: Review Annually, in April	Student Suicide Prevention	Descriptor 6.415	Issued Date 4/4/2022
		Rescinds 6.415	Issued Date 4/13/2020

1 The **Board of Education** is committed to protecting the health and well-being of all students and understands
2 that physical, behavioral, and emotional health are integral components of student achievement. Students are
3 strongly encouraged to report if they, or a friend, are feeling suicidal or in need of help. Students will be
4 provided information regarding The National Suicide Prevention Lifeline – ~~1-800-273-8255 (TALK)~~ **988**.

5 **PREVENTION¹**

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

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

14 **INTERVENTION¹**

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

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

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

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

- 28 1. Inform the parent/guardian that there is reason to believe the student is at imminent risk of suicide;
- 29 2. Assure the parent/guardian that the student is currently safe or inform the parent/guardian that
30 emergency medical services were contacted;
- 31 3. Ask the parent/guardian whether they are aware of the student's mental state;
- 32 4. Ask the parent/guardian whether they wish to obtain or have obtained mental health counseling for the
33 student;

- 1 5. Provide the names of community mental health counseling resources.
- 2 6. Offer on-campus counseling services.

3
 4 The Superintendent of Schools or designee will seek parental permission to communicate with outside mental
 5 health care providers regarding a student. If the student is under the age of 18 and the parent/guardian refuses
 6 to seek appropriate assistance, the Superintendent of Schools or designee shall contact the Department of
 7 Children’s Services.²

- 8 The Superintendent of Schools or designee shall document the contact with the parent/guardian by recording:
- 9 1. The time and date of the contact;
 - 10 2. The individual contacted;
 - 11 3. The parent/guardian’s response; and
 - 12 4. Anticipated follow-up.

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

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

20 **POSTVENTION¹**

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

- 23 1. Verification of death;
- 24 2. Preparation of postvention response to include support services;
- 25 3. Informing faculty and staff of a student death;
- 26 4. Informing students that a death has occurred;
- 27 5. Providing information on the resources available to students;

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

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 Legal Reference:

- 1. Public Acts of 2016, Chapter No. 623
- 2. T.C.A. 37-1-403

 Cross References

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

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Johnson City Board of Education

Monitoring: Review Annually, in May	Special Education Students	Descriptor 6.500	Issued Date 10/12/2020
		Rescinds 6.500	Issued 5/7/2007

All ~~disabled~~ students **with disabilities** between the ages of three and twenty-one (inclusive) who have not yet received a regular high school diploma shall receive the benefit of a free appropriate public education.

~~Disabled s~~Students **with disabilities** will be educated with ~~non-disabled students~~ **typically developing peers** to the maximum extent appropriate, and should be placed in separate or special classes only when the severity of the handicap is such that education in regular classes cannot be achieved satisfactorily.¹

Eligibility standards and options of service for special education services will be based upon the criteria for disabling conditions specified in Rules, Regulations, and Minimum Standards, Tennessee State Board of Education, Part II.²

Program of services offered to disabled students shall include the following:

1. Comprehensive screening and assessment including identification and evaluation of disabled students;
2. The use of the IEP team for reviewing assessment, formulating program, and determining placement including an individualized educational program appropriate to meet unique needs;
3. Appropriate placements including the least restrictive placement with age appropriate peers;
4. Continuing evaluation of progress including an annual review of IEP and complete re-evaluation every three years;
5. Due process rights and procedural safeguards required by state and federal laws;
6. Avenues to involve parents in meaningful dialogue with school personnel throughout the students' educational career.

The Superintendent/designee will develop procedures for isolation and restraint of students with disabilities.¹

Legal References:

1. TCA 49-10-102; TCA 49-10-103
2. TRR/MS 0520-1-3-.09(4)

Cross References:

Special Education 4.202

Johnson City Board of Education

Monitoring: Review Annually, in May	Foreign Exchange Students	Descriptor 6.502	Issued Date 4/4/2022
		Rescinds 6.502	Issued 5/1/2006

Any foreign student is eligible for acceptance into the foreign exchange student program, provided they are participating through any agency endorsed by the Council on Standards for International Educational Travel and is sponsored by an individual or organization and has a J-1 visa.¹ Before approval by the Board **of Education**, the exchange program representative must make written application on behalf of the student for enrollment in the local school serving the host family. No foreign exchange student shall be brought into the United States by the sponsor unless they have been accepted in writing as a student by the Superintendent of Schools/ designee of the school in which ~~he is~~ **they are** to be enrolled. The school may accept the student after determining the following:

1. The student has a sufficient command of the English language to enable them to participate in the general curriculum;
2. Appropriate curriculum offerings can be provided for the student; and
3. An overcrowded situation will not be created.

Prior to enrolling a foreign exchange student, the principal or designee shall require, in addition to a valid student visa, the following documentation:

1. Citizenship;
2. Birthdate;
3. Health/immigration records;
4. Custody (including phone number, name and address of person responsible for the student); and
5. School records, including a transcript of academics (in English).

Admission requirements and all other considerations and expectations shall be the same for foreign exchange students as for United States students. Students will be accepted only in grades 9-12. No more than five foreign exchange students shall be placed in one school.

Exchange students must have had acceptable academic achievement in their native countries and must have been screened for maturity and ability to get the maximum benefit from an exchange program. Exchange students must have an adequate command of the English language and be able to function without special assistance in regular classes. The principal shall be responsible for assignment to the appropriate grade level.

Each school shall name a faculty member as a representative to serve as a liaison between the school and exchange program agency and as an adviser to exchange students.

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The sponsoring individual/organization shall provide evidence to the school that the student will receive adequate financial support for the duration of their stay. Exchange students shall not be eligible for free or reduced-price lunches, nor shall schools hold fund-raising events to pay expenses incurred by exchange students.

Privately sponsored exchange students on an F-1 visa may be enrolled if an adult resident of the district has temporary guardianship and the student lives in the home of that guardian. Exchange students on an F-1 visa are required to pay tuition at the established district rate. F-1 visa student admission is limited to secondary schools and attendance may not exceed twelve (12) months.

Legal Reference:

- 1. 22 CFR §62
- 2. Immigration and Nationality Act § 214 (3)(m)(1)

Cross Reference:

School Admissions 6.203

Johnson City Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Students in Foster Care	Descriptor Code: 6.505	Issued Date: 04/05/21
		Rescinds:	Issued:

1 The Johnson City School System shall provide all students in foster care, including those awaiting
2 foster care placement, with a free and appropriate public education.

3 **ENROLLMENT**

4 Students in foster care, including those awaiting foster care placement, shall be immediately enrolled
5 even if the student is unable to produce records normally required for enrollment (e.g. academic
6 records, immunization records, health records, proof of residency) or missed the school district's
7 application or enrollment deadlines.¹

8 **PLACEMENT**

9 The school district and the child welfare agency shall determine whether placement in a particular
10 school is in a student's best interest. Other parties, including the student, foster parents, and biological
11 parents (if appropriate), shall be consulted. If the child has an Individualized Education Program (IEP)
12 or a Section 504 plan, then the relevant staff members shall participate in the best interest decision
13 process. This determination shall be made as quickly as possible to prevent educational disruption.

14 Placement shall be determined based on the student's best interest. At all times, a strong presumption
15 that keeping the student in the school of origin is in the student's best interest shall be maintained.² For
16 the purposes of this policy, school of origin shall mean the school in which the student was enrolled,
17 including a preschool/pre-k program, at the time of placement in foster care or at the time of a
18 placement change if the student is already placed in foster care.³

19 When determining placement, student-centered factors including, but not limited to, the following shall
20 be considered:

- 21 1. Preferences of the student;
- 22
- 23 2. Preferences of the student's parent(s) or education decision maker(s);
- 24
- 25 3. The student's attachment to the school, including meaningful relationships with staff and peers;
- 26
- 27 4. Placement of the student's siblings;
- 28
- 29 5. Influence of the school climate on the student, including safety;
- 30
- 31 6. Availability and quality of the services in the school to meet the student's educational needs;

1 7. History of school transfers and how they have impacted the student;

2
3 8. How the length of the commute would impact the student;

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5 9. Whether the student is receiving special education and related services, and if so, the
6 availability of those required services in a school other than the school of origin; and

7
8 10. Whether the student is an English learner and is receiving language services, and if so, the
9 availability of those required services in a school other than the school of origin.

10 Transportation costs should not be considered when determining a student's best interest.

11 If it is not in the student's best interest to attend the school of origin, the ~~Director~~ **Superintendent** of
12 Schools/designee shall provide a written explanation of the reasons for the determination. The written
13 explanation shall include a statement regarding the right to appeal the placement decision. If the
14 placement decision is appealed, the school district shall refer the student to the district coordinator for
15 children in foster care who shall carry out the dispute resolution process as expeditiously as possible
16 and in accordance with the law.² Until the dispute is resolved to the extent feasible, the student shall
17 remain in ~~his/her~~ **their** school of origin.²

18 **TRANSPORTATION**^{3,4}

19 The school district shall collaborate with the local child welfare agency to develop and implement
20 clear and written procedures governing how transportation to a student's school of origin shall be
21 provided, arranged, and funded. This transportation will be provided for the duration of the student's
22 time in foster care.

23 The Director of Schools shall develop administrative procedures to provide for transportation of
24 students in foster care.⁵ These procedures shall ensure that:

- 25 1. Students in foster care needing transportation to their schools of origin will promptly receive
26 that transportation in a cost-effective manner and in accordance with federal law; and
27
28 2. If there are additional costs incurred in providing transportation to the school of origin, the
29 school district will provide such transportation if:
30
31 a. The local child welfare agency agrees to reimburse the school district for the cost of
32 such transportation;
33
34 b. The school district agrees to pay for the cost; or
35
36 c. The school district and local child welfare agency agree to share the cost.⁴

37 The school district will ensure that a student in foster care, including a student awaiting foster care
38 placement, remains in his/her school of origin while any disputes regarding transportation costs are
39 being resolved.

Legal References

1. Elementary and Secondary Education Act (ESEA), as amended by ESSA (Pub. L. 114-95) § 1111(g)(1)(E)(ii)-(iii); State Board of Education Policy 2.103
2. Elementary and Secondary Education Act (ESEA), as amended by ESSA (Pub. L. 114-95), § 1111 (g)(1)(E)(i)-(iv)
3. Elementary and Secondary Education Act (ESEA), as amended by ESSA (Pub. L. 114-95), § 1111 (g)(1)(E)
4. Elementary and Secondary Education Act (ESEA), as amended by ESSA (Pub. L. 114-95), § 1112 (c)(5); § 475(4)(A) of the Social Security Act, 42 U.S.C. § 675(4)(A)
5. Elementary and Secondary Education Act (ESEA), as amended by ESSA (Pub. L. 114-95), § 1112 (c)(5)(B)(i)

Cross References

Attendance 6.200
School Admissions 6.203
Student Assignments 6.205
Transfers Within the System 6.206

Johnson City Board of Education

Monitoring: Review Annually, in May	Student Records	Descriptor 6.600	Issued Date 44/5/2021
		Rescinds 6.600	Issued 4/3/2017

1 A cumulative record shall be kept for each student enrolled in school. The cumulative record shall contain
2 a health record, attendance record, a home language survey and ~~scholarship~~ **academic** record; shall be kept
3 current; and shall accompany the student through ~~his~~ **their** school career.¹
4

5 The name used on the record of the student entering the school system must be the same as that shown
6 on the birth certificate, unless evidence is presented that such name has been legally changed. If the parent
7 does not have, or cannot obtain a birth certificate, then the name used on the records of such student will
8 be as shown on documents which are acceptable to the system as proof of date of birth.
9

10 The name used on the records of a student entering the system from another school must be the same as that
11 shown on records from the school previously attended unless evidence is presented that such name
12 has been legally changed as prescribed by law.
13

14 When a student transfers and ~~his~~ **their** records are requested from another school in the system, the school
15 shall send the original records to the transfer school.
16

17 When a student transfers and ~~his~~ **their** records are requested from a school outside of the system, the school
18 shall keep the original records and send copies to the transfer school.

19 All records shall be remitted in accordance with the Family Education Rights and Privacy Act (FERPA).

20 ACCESS TO STUDENT RECORDS

21 Student records shall be confidential. Authorized school officials shall have access to and permit access to
22 student education records for legitimate educational purposes.² A “legitimate educational interest” is the
23 official’s need to know information in order to:

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

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

- 30 1. To comply with a judicial order or lawfully issued subpoena. The school system will make a
31 reasonable effort to notify the student’s parent(s) or the eligible student before making a disclosure;
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- 33 2. If the disclosure is an item of directory information;
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- 3. To comply with the requirements of child abuse reports to the extent known by the school officials including the name, address, and age of the child; the name and address of the person responsible for the care of the child, and the facts requiring the report;³
- 4. When certain federal and state officials need information in order to audit or enforce legal conditions related to federally-supported education programs in the school system;
- 5. When the school system has entered into a contract or written agreement for an organization to conduct scientific research on the system’s behalf to develop tests or improve instruction, provided that the studies are conducted in a manner which will not permit the personal identification of students and their parents by individuals other than representatives of the organization and the information will be destroyed when no longer needed for the purpose for which the study was conducted;
- 6. To appropriate officials if the parent(s) claim the student as a dependent as defined by the Internal Revenue Code;
- 7. To accrediting organizations to carry out their accrediting functions;
- 8. When a student seeks or intends to enroll in another school district or a post-secondary school. Parent(s) of students or eligible students have a right to obtain copies of records transferred under this provision;⁴
- 9. To financial institutions or government agencies that provide or may provide financial aid to a student in order to establish eligibility, to determine the amount of financial aid, to establish conditions for the receipt of financial aid, and to enforce financial aid agreements;
- 10. To make the needed disclosure in a health or safety emergency when warranted by the seriousness of the threat to the student or other persons, when the information is necessary and needed to meet the emergency, when time is an important and limiting factor, and when the persons to whom the information is to be disclosed are qualified and in a position to deal with the emergency;
- 11. To the Attorney General or his designee for official purposes related to the investigation or prosecution of an act of domestic or international terrorism. An educational agency that, in good faith, produces education records in accordance with an order issued under this Act shall not be liable to any person for that production;⁵
- 12. To any agency caseworker or other representative of a state or local child welfare agency or tribal organization authorized to access the student's educational records when such agencies or organizations are legally responsible for the care and protection of the student;⁶

Authorized school officials may release information from a student’s education record if the student’s parent(s) or the eligible student gives written consent for the disclosure. The written consent must include:

- 1. A specification of the records to be released;
- 2. The reasons for the disclosure;
- 3. The person, organization, or class of persons or organizations to whom the disclosure is to be made;
- 4. The signature of the parent(s) or eligible student;
- 5. The date of the consent and, if appropriate, a date when the consent is to be terminated. The student’s parent(s) or the eligible student* may obtain a copy of any records disclosed under this provision.

1 The school system will maintain an accurate record of all requests to disclose information from or to permit
 2 access to a student’s education records. The system will maintain an accurate record of information it
 3 discloses and access it permits. The system will maintain this record as long as it maintains the student’s
 4 education record.

5 The record will include at least:

- 6 1. The name of the person or agency that makes the request;
- 7 2. The interest the person or agency has in the information;
- 8 3. The date the person or agency makes the request; and
- 9 4. Whether the request is granted and, if it is, the date access is permitted or the disclosure is made.

10 * *The student becomes an "eligible student" when ~~he/she~~ **they** reaches age 18 or enrolls in a post-secondary*
 11 *school, at which time all of the above rights become the student's right.*

Legal References

- 1. USCS 20-1232g; TCA 10-7-503, 504
- 2. TCA 10-7-504(a)(4); 20 USCS 1232g
- 3. TCA 37-1-403
- 4. TRR/MS 0520-01-03-.03(11)(e)
- 5. 20 USCS § 1232g(j); USA Patriot Act of 2001 § 507
- 6. USCS 20-1232g
- 7. TCA 49-6-3001(c)(1)

Cross References

- School Board Records 1.407
- Promotion and Retention 4.603
- Attendance 6.200
- Child Custody/Parental Access 6.209
- Student Records Use of Records 6.603
- Disciplinary Hearing Authority 6.317
- AIDS 6.404

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Johnson City Board of Education

Monitoring: Review Annually, in May	Student Records Notification of Rights	Descriptor 6.601	Issued Date 4/3/2023
		Rescinds 6.601	Issued 4/13/2020

PURPOSE

The purpose of this policy is to effectuate the provisions of the Family Educational Rights and Privacy Act (FERPA)¹, the Tennessee Open Records Act², and The Tennessee Data Accessibility, Transparency and Accountability Act³, to afford parents, guardians, and students who are eighteen (18) years of age or older certain rights with respect to the student's education records maintained by Johnson City Schools, hereinafter referred to as "LEA" and the Tennessee Department of Education, hereinafter referred to as "TDOE".

FERPA regulations cited in this document can be found at: <http://www.ecfr.gov/cgi-bin/text-idx?c=ecfr&sid=11975031b82001bed902b3e73f33e604&rgn=div5&view=text&node=34:1.1.1.1.33&idno=34>
Family Educational Rights and Privacy Act

The Tennessee Code may be accessed at: <http://www.lexisnexis.com/hottopic/tncode/>

DEFINITIONS

Education Records

The term education records means records, files, documents and other materials which:

1. Contain information directly related to a student, including: state and national assessment results, including information on untested public school students; course taking and completion, credits earned and other transcript information; course grades and grade point average; date of birth, grade level and expected graduation date or graduation cohort; degree, diploma, credential attainment and other school exit information such as receipt of the GED® and drop-out data; attendance and mobility; data required to calculate the federal four-year adjusted cohort graduation rate, including sufficient exit and drop-out information; discipline reports limited to objective information sufficient to produce the federal Title IV annual incident report; remediation; special education data; demographic data and program participation information; and
2. Are maintained by LEA or a person acting for LEA.

Personally Identifiable Information (PII)

Personally identifiable information (PII) includes, but is not limited to:

1. Student's name;
2. Name of student's parent or other family member;
3. Address of student or student's family;
4. A personal identifier, such as student's social security number, student number, or biometric record;

5. Other indirect identifiers, such as student's date of birth, place of birth, and mother's maiden name;
6. Other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or
7. Information requested by a person who the LEA reasonably believes knows the identity of the student to whom the education record relates.

Directory Information

The term directory information relating to a student includes, but is not limited to:

1. Name;
2. Physical and electronic mail address;
3. Telephone listing;
4. Date and place of birth;
5. Major field of study;
6. Participation in officially recognized activities and sports;
7. Weight and height of members of athletic teams;
8. Dates of attendance;
9. Degrees and awards received; and
10. The most recent previous LEA or institution attended by the student.

LEA RESPONSIBILITIES

LEA shall:

1. Annually notify parents and guardians of their rights to request student information;
2. Annually notify parents and guardians of its definition of personally identifiable information;
3. Annually notify parents and guardians of its definition of directory information;
4. Adopt procedures to ensure security when providing student records to parents or guardians;
5. Adopt procedures to ensure student records and data are provided only to authorized individuals; and
6. Provide student records and data within forty-five (45) calendar days of a request.

LEA shall not collect individual student data on a student's:

- 1 1. Political affiliation;
- 2
- 3 2. Religion;
- 4
- 5 3. Voting history;
- 6
- 7 4. Firearms ownership.
- 8

9 LEA shall not collect individual student data on a student's biometrics, analysis of facial expression, EEG
 10 brain wave patterns, skin conductance, galvanic skin response, heart rate variability, pulse, blood volume,
 11 posture, and eye-tracking, without written consent of the parent or student.

12 **NOTICE FOR DIRECTORY INFORMATION**

13 The LEA must, with certain exceptions, obtain a parent's written consent prior to the disclosure of personally
 14 identifiable information from a student's education records. However, an LEA may disclose appropriately
 15 designated "directory information" without written consent, unless a parent has advised the LEA to the
 16 contrary in writing. The primary purpose of directory information is to allow the LEA to include this type of
 17 information in certain school publications. Examples include, but are not limited to:

- 18 1. A playbill, showing ~~your~~ a student's role in a drama production;
- 19 2. The annual yearbook;
- 20 3. Honor roll or other recognition lists;
- 21 4. Graduation programs; and
- 22 5. Sports activity sheets, such as for football, basketball or wrestling, showing weight and height of team
 23 members.

24 Directory information, which is information that is generally not considered harmful or an invasion of privacy
 25 if released, can also be disclosed to outside organizations without a parent's/guardian's prior written consent.
 26 Outside organizations include, but are not limited to, companies that manufacture class rings or publish
 27 yearbooks. In addition, two federal laws require LEA, because it receives assistance receiving assistance
 28 under the *Elementary and Secondary Education Act of 1965* (ESEA), to provide military recruiters, upon
 29 request, with the following information – names, addresses and telephone listings – unless parents have
 30 advised LEA that they do not want their student's information disclosed without their prior written consent.

31 Annually, LEA must notify parents and students of information it will release as directory information, and of
 32 the parents' right to exercise his/her right to advise LEA in writing that consent for release of such information
 33 is denied.

34 **NOTICE OF PARENTAL RIGHTS CONCERNING EDUCATION RECORDS**

35 The following notice of parental rights concerning education records shall be sent to all parents annually:

36 Parents' rights include:

- 37 1. The right to inspect and review the student's education records within forty-five (45) calendar days after the
 38 day LEA receives a request for access. Parents or students should submit to the school principal or designated
 39 LEA official a written request that identifies the records they wish to inspect. The principal or LEA official
 40 will make arrangements for access and notify the parent or student of the time and place where the records
 41 may be inspected.

2. The right to request amendment of the student's education records that the parent or student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA and/or T.C.A. §49-1-701, et seq. Parents or students who wish to ask an LEA to amend a record should write the school principal or designated LEA official, clearly identify the part of the record they want changed, and specify why it should be changed. If the LEA decides not to amend the record as requested by the parent or student, the LEA will notify the parent or student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or student when notified of the right to a hearing.

3. The right to provide written consent before the LEA discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA and T.C.A. §49-1-701, et seq., authorize disclosure without consent. One exception, which permits disclosure without consent, is disclosure to LEA officials with legitimate educational interests. An LEA official is a person employed by the LEA as an administrator, supervisor, instructor, or support staff member. An LEA official also may include a contractor outside of the LEA who performs an institutional service or function for which the LEA would otherwise use its own employees and who is under the direct control of the LEA with respect to the use and maintenance of PII from education records, such as: an attorney, auditor, medical consultant, or therapist; or other contractor or volunteer assisting another LEA official in performing his or her tasks. An LEA official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the LEA discloses education records without consent to officials of another public school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the LEA to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
 U.S. Department of Education
 400 Maryland Avenue, SW
 Washington, DC 20202
<http://familypolicy.ed.gov/>

RESTRICTIONS ON DISCLOSURE OF EDUCATION RECORDS

FERPA permits the disclosure of PII from students' education records, without consent of the parent or student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations and T.C.A. §49-1-701, et seq. Except for disclosures to LEA officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or student, 34 C.F.R. §99.32 of the FERPA regulations requires LEA to record the disclosure. Parents and students have a right to inspect and review the record of disclosures.

Pursuant to 34 C.F.R. §99.31, LEA may disclose PII from the education records of a student without obtaining prior written consent of the parents or the student under the following circumstances:

- A. To other LEA officials, including teachers, within the LEA whom LEA has determined to have legitimate educational interests. This includes contractors, consultants, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in 34 C.F.R. §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met.
- B. To officials of another school district or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34.

- 1 C. To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the
 2 U.S.Secretary of Education, or State and local educational authorities, such as the State department of
 3 education. Disclosures under this provision may be made, subject to the requirements of 34 C.F.R.
 4 §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs,
 5 or for the enforcement of or compliance with Federal legal requirements that relate to those programs.
 6 These entities may make further disclosures of PII to outside entities that are designated by them as
 7 their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity
 8 on their behalf.
- 9 D. In connection with financial aid for which the student has applied or which the student has received, if
 10 the information is necessary to determine eligibility for the aid, determine the amount of the aid,
 11 determine the conditions of the aid, or enforce the terms and conditions of the aid.
- 12 E. To State and local officials or authorities to whom information is specifically allowed to be reported or
 13 disclosed by a State statute that concerns the juvenile justice system and the system's ability to
 14 effectively serve, prior to adjudication, the student whose records were released, subject to 34 C.F.R.
 15 §99.38.
- 16 F. To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate,
 17 or administer predictive tests; (b) administer student aid programs; or (c) improve instruction.
- 18 G. To accrediting organizations to carry out their accrediting functions.
- 19 H. To parents of a student if the student is a dependent for IRS tax purposes.
- 20 I. To comply with a judicial order or lawfully issued subpoena.
- 21 J. To appropriate officials in connection with a health or safety emergency, subject to 34 C.F.R. §99.36.
- 22 K. Information LEA has designated as "directory information" under 34 C.F.R. §99.37.

 Legal References:

1. 20 U.S.C. §1232g and 34 C.F.R. §99.1, et seq
2. T.C.A. §10-7-504
3. T.C.A. 49-1-701, et seq

 Cross Reference:

Student Surveys, Analyses and Evaluations 6.4001
Student Records 6.600
Student Records Inspection & Correction Procedures
6.602
Student Records Use of Records 6.603

Johnson City Board of Education

Monitoring: Review Annually, in May	Student Records Inspection & Correction Procedure	Descriptor 6.602	Issued Date 4/4/2022
		Rescinds 6.602	Issued 6/3/2002

INSPECTION PROCEDURE

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

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

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

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

FEES FOR COPIES

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

CORRECTION PROCEDURES

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

Legal References:

1. USCA 20-1232g
2. TRR/MS 0520-1-3-.09(5)(e)(3)
3. USCA 20-1232g: TCA 10-7-506
4. TRR/MS 0520-1-3-.09(5)(e)(6)

Cross References

Child Custody/Parental Access 6.209
~~Bus Safety and Conduct 6.308~~
School Board Records 1.407

Johnson City Board of Education

Monitoring: Review Annually, in May	Media Access to Students	Descriptor 6.604	Issued Date 4/4/2022
		Rescinds 6.604	Issued 4/5/2021

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School administrators shall be authorized to grant permission and set parameters for media access to students in their respective schools. Media representatives shall be required to report to the administration for prior approval before accessing students involved in instructional programs and activities not attended by the general public. With parental approval, the media may interview and photograph students involved in instructional programs and ~~school activities including athletic events~~ **activities during the school day**. Such media access shall not be unduly disruptive and shall comply with Board policies.

Each year **during registration** parents will be given the option to withhold permission for public news media interviews or photographs of their child at school.

Specific parental permission must be obtained if the story or photograph covers topics of a sensitive nature.

If any student is to be filmed or ~~videotaped~~ **recorded** and will be identified or be a primary subject of the filming or ~~videotaping~~ **recording** which will be used outside of the school, prior written consent/release/waiver will be obtained from the student's parent.

District employees may release student information to the media only in accordance with applicable provisions of the education records law and Board policies governing directory information and personally identifiable information.¹

Parents will be advised of the Board's media access to students policy at the time of the student's registration and the beginning of each school year in the student/parent handbook.

Media outlets can be denied access to a school when such denial is in the best interest of students.

Legal Reference:
1. USCA 20-1232g; TRR/MS 0520-1-9.14(7)(h)

Cross Reference:
News Releases, News Conferences & Interviews 1.503
Student Records 6.600
Student Surveys 6.4001
Student Records Use of Records 6.603

Johnson City Board of Education

Monitoring: Review Annually, in May	Student Organizations	Descriptor 6.702	Issued Date 4/3/2023
		Rescinds 6.702	Issued 4/4/2022

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

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

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

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

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

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

Sororities, fraternities, and all secret organizations are prohibited.

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

Legal Reference:
1. TCA 49-2-120; TCA 49-6-3401

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

Johnson City Board of Education

Monitoring: Review Annually, in May	Student Publications	Descriptor 6.704	Issued Date 4/4/2022
		Rescinds 6.704	Issued 3/1/2010

STUDENT RIGHTS

Students shall be allowed to responsibly express themselves and to disseminate their views in writing.¹

Any student may submit articles and editorials for school-sponsored publications. The procedure for submission of materials shall be published and distributed to all students.

STANDARDS

School-sponsored publications shall adhere to commonly accepted community standards, and no printed material may be distributed which:

1. Is obscene³
2. Is libelous⁴
3. May create a material and substantial disruption of the normal school activity or appropriate discipline in the school.⁵

CONTROL AND SUPERVISION

Student publications shall be under the control of the principal or designee. Each school shall have a faculty sponsor who reviews all publications proposed to be distributed in the school by a student or school group.²

DISTRIBUTION

School authorities shall regulate the time, manner, place and duration for the distribution of student publications.

As it pertains to the school, distribution shall be defined as any manner of disseminating electronic, written or printed materials equally, systematically or merely at random to several or many persons on school grounds.

APPEALS

If a request for distributing any portion of a student publication is denied by the faculty sponsor, the decision may be appealed to the principal, then to the Superintendent of Schools, and ultimately to the Board.

Legal References:

1. U.S. Constitution, Amendment 1
2. Tinker v. Des Moines Independent Community District, 393 U.S. 503 (1969)
3. Sharley v. Northwest Ind. School District, 462 F. 2d 960, 970-71, 5th Cir., 1971
4. Schwartz v. Schuker, 298 F. Supp. 238, 242 (D.C.N.Y. 1969)
5. Braxton v. Municipal Ct., 10 Cal. 3d 138, 514 P. 2d 697, 109 Cal. Rptr. 897 (1973)

Cross References:

- Use of Copyrighted Materials 4.404
- Use of the Internet 4.406
- Web Pages 4.407
- Controversial Issues 4.800

Johnson City Board of Education

Monitoring: Review: Annually, in March	Descriptor Term: Title IX & Sexual Harassment	Descriptor Code: 6.3041	Issued Date: 4/3/2023
		Rescinds: 6.3041	Issued: 4/4/2022

1 *General*

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

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

12 **TITLE IX COORDINATOR⁵**

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

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

17
18 Title: ~~Dr. Robbie Anderson~~
19 Mailing address: P.O. Box 1517, Johnson City, Tennessee 37605
20 Phone number: 423-434-5200
21 Email: ~~andersonr~~@jcschools.org

22 **DEFINITIONS⁴**

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
25 requires a complainant to either report or file a formal complaint within a certain timeframe. If the
26 complaint involves the Title IX Coordinator, the complaint shall be filed with the Superintendent of
27 Schools.

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

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

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

1 4. Offer supportive measures in an equitable manner to both parties.

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

4 **Investigations**¹⁶

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

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

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

17 All investigations shall:

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

1 (10) days to submit a written response which shall be taken into consideration in
2 creating the final report.

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

8 **Determination of Responsibility**¹⁹

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

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

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

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

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

23 **APPEALS**²²

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

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

- 30 1. Assign an impartial hearing officer within five (5) days of receipt of the appeal; and
- 31 31
- 32 2. Notify the parties in writing.

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

1 RETALIATION²³

- 2 Retaliation against any person who makes a report or complaint or assists, participates, or refuses to
3 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	Student Alcohol and Drug Testing	Descriptor 6.3071	Issued Date 4/3/2023
		Rescinds 6.3071	Issued 4/4/2022

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

- 4
- 5 1. The school board policy on alcohol and drug use has been violated;
- 6
- 7 2. A search of lockers, vehicles, persons, and/or containers will produce evidence of the presence of
8 drugs and/or alcohol;
- 9
- 10 3. Through observation or other reasonable information reported by a teacher, staff member or other
11 student that a student is using drugs and/or alcohol on school property.
- 12

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

- 14 1. Call the student into the principal's office or another private place;
- 15
- 16 2. Summon an appropriate witness to the proceeding and to assist in furtherance of the proceeding;
- 17
- 18 3. Inform the student of the information available to them which is the basis for the determination that
19 a test is necessary;
- 20
- 21 4. Inform the student of the procedures which are followed in administering the test;
- 22
- 23 5. Give the student an opportunity to decline the test and inform the student that if the test is not taken
24 the penalty is suspension from school;
- 25
- 26 6. Notify the parent or guardian of the student of the impending test.
- 27
- 28

29 ~~The appropriate witness shall take the student to a designated place where a specimen will be collected from~~
30 ~~the student. The specimen shall be collected in a manner which will protect the privacy rights of the students~~
31 ~~and which will assure that the integrity of the specimen itself is not compromised.~~

32

33 ~~The type of specimen taken shall depend on the substance in question and the test performed on the specimen~~
34 ~~shall be appropriate for accurate detection of the substance in question. Once taken, the specimen shall be~~
35 ~~given an identifying number which in no way will reveal the identity of the student.~~

36

37 **Upon parental notification, the student will have 24 hours to complete the drug screening at the**
38 **designated location. Drug screens will be provided free of charge. Failure to complete the drug screen**
39 **within 24 hours or refusal to test will result in 180 day suspension.**

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41 The specimen shall be forwarded for analysis to a laboratory accredited by the Tennessee Department of
42 Health and Environment and designated by the Board **of Education**.

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

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

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

RANDOM DRUG TESTING

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

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

Legal Reference:
TCA § 49-6-4213

Johnson City Board of Education

Monitoring: Review Annually, in May	Student Surveys, Analyses and Evaluations	Descriptor 6.4001	Issued Date 4/3/2017
		Rescinds 6.4001	Issued 4/5/2016

1 Surveys, analyses and evaluations for research purposes shall be allowed by the Board when the project is
2 viewed as contributory to greater understanding of the teaching-learning process, the project does not violate
3 the goals of the Board and the disruption of the regular school program is minimal. The Superintendent of
4 Schools shall develop administrative procedures for approving requests for conducting surveys, analyses or
5 evaluations by agencies, organizations or individuals. The requests shall outline what is to be done, who is to
6 be involved and how the results will be used and distributed.¹
7

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

17 ~~The Superintendent of Schools shall develop procedures for granting such parental requests and to implement~~
18 ~~the other provisions of this policy.~~¹

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

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

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

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

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37 **COLLECTING, DISCLOSING OR USING INFORMATION FOR MARKETING ⁵**

In general, the district will not collect, disclose or use personal student information for the purpose of marketing or selling that information or otherwise providing that information to others for that purpose.

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

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

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

Legal References:

1. TCA 49-2-211; **Public Acts of 2023, Chapter No. 353**
2. 20 USCA § 1232h
3. TCA 49-1-706
4. TCA 49-1-705
5. 20 USCS §1232h(c)(1); ~~No Child Left Behind, Part F §1061(1)(E)-(F), (2)~~
6. 20 USCS §1232h(c)(4); ~~No Child Left Behind, Part F §1061(4)(A)~~

Cross References:

- Testing Programs 4.700
- Educational Research 4.210

Johnson City Board of Education

Monitoring: Review Annually, in May	Pediculosis (Head Lice)	Descriptor 6.4031	Issued Date 4/3/2023
		Rescinds 6.4031	Issued 4/3/2017

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

It shall be the responsibility of the principal or school nurse to notify the affected child’s parents/guardians in the event a child has pediculosis (head lice) ~~and require that the student be picked up at school.~~ A letter **Information** will be sent home with the child to explain the condition, the treatment, requirements for readmission and deadlines for satisfactory completion of the treatment.

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

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

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

Johnson City Board of Education

Monitoring: Review Annually, in April	Safe Relocation of a Student	Descriptor 6.4081	Issued Date 4/3/2023
		Rescinds 6.4081	Issued Date 4/4/2022

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

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

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

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Legal Reference:

1. TCA 49-6-4008
2. TCA 39-11-603, 609-614

Johnson City Board of Education

Monitoring: Review: Annually, in March	Descriptor Term: Attendance	Descriptor Code: 6.200	Issued Date: Click here to enter a date.
		Rescinds:	Issued:

1 *General*

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

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

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

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

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

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

- 21 1. Personal illness/injury;
- 22
- 23 2. Illness of immediate family member;
- 24
- 25 3. Death in the family;
- 26
- 27 4. Extreme weather conditions;
- 28

- 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 the
10 student has no control.

11 The principal shall be responsible for ensuring that:⁶

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

22 TRUANCY

23 Annually, the Superintendent of Schools/designee will provide written notice to parent(s)/guardian(s)
24 that attendance at school is required. Students shall be present at least fifty percent (50%) of the
25 scheduled school day in order to be counted present. Students may attend part-time days, alternating
26 days, or for a specific amount of time as indicated in their Individualized Education Plan or 504 Plan
27 and shall be considered present for school attendance purposes. If a student is required to participate in
28 a remedial instruction program outside of the regular school day where there is no cost to the
29 parent(s)/guardian(s) and the school district provides transportation, unexcused absences from these
30 programs shall be reported in the same manner.⁷

31 A student who is absent five (5) days without adequate excuse shall be reported to the Superintendent
32 of Schools/designee who will, in turn, provide written notice to the parent(s)/guardian(s) of the
33 student's absence. If a parent/guardian does not provide documentation within adequate time excusing
34 those absences or request an attendance hearing, then the Superintendent of Schools shall implement
35 tier two of the progressive truancy plan described below prior to referral to juvenile court.

36 *Progressive Truancy Plan*⁸

37 Tier I of the progressive truancy plan shall apply to all students within the district and include
38 schoolwide prevention-oriented supports to assist with satisfactory attendance. These supports shall
39 include, but are not limited to, **insert local practices as to these schoolwide prevention-oriented**
40 **supports** **a family school coordinator at each school to assist with attendance monitoring,**

1 **messages to parents when students are absent, parents must agree to attendance policies and**
2 **procedures when registering their child for school, flyers, incentives for attendance, annual**
3 **attendance week, and a weekly school spotlight for attendance.**

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

21 Tier III shall be implemented if the truancy interventions under Tier II are unsuccessful. Tier III shall
22 consist of the following interventions: ~~[e.g., school-based community services;~~
23 ~~participation in a school-based restorative justice program; referral to a school-based teen court;~~
24 ~~Saturday or after-school courses designed to improve attendance and behavior]~~ **referral to**
25 **Johnson City Schools Truancy Board.** The interventions shall address students' needs in an age-
26 appropriate manner. Finalized plans shall be approved by the Superintendent of Schools/designee.

27 **MAKE-UP WORK**

28 **[Insert local practices concerning make-up work.]**

29 **STATE-MANDATED ASSESSMENT**

30 Students who are absent the day of the scheduled end-of-course (EOC) exams shall present a signed
31 doctor's excuse or shall have been given an excused release by the principal prior to testing to receive
32 an excused absence. Students who have excused absences will be allowed to take a make-up exam.
33 Excused students will receive an incomplete in the course until they have taken the EOC exam.

34 Students who have an unexcused absence shall receive a failing grade on the EOC exam which shall be
35 averaged into their final grade.

36 **CREDIT/PROMOTION DENIAL**

1 Credit/promotion denial determinations may include student attendance; however, student attendance
 2 may not be the sole criterion.⁹ If attendance is a factor prior to credit/promotion denial, the following
 3 shall occur:

- 4 1. The student and the parent(s)/guardian(s) shall be advised if the student is in danger of
 5 credit/promotion denial due to excessive absenteeism; and
 6
- 7 2. Procedures in due process are available to the student when credit or promotion is denied.

8 **DRIVER'S LICENSE REVOCATION²**

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

11 **ATTENDANCE HEARING¹⁰**

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

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

24 Within five (5) school days of the Director of Schools/designee rendering a decision, the student's
 25 parent(s)/guardian(s) may request a hearing by the Board, and the Board shall review the record.
 26 Following the review, the Board may affirm or overturn the decision of the Director of
 27 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 April	Descriptor Term: Transfers Within the System	Descriptor Code: 6.206	Issued Date:
		Rescinds: 6.206	Issued: 04/04/19

1 *General*¹

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

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

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

15 **POST ENROLLMENT**¹

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

18 **CHANGE IN RESIDENCE**¹

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

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

Legal References

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

Monitoring: Review: Annually, in April	Descriptor Term: <h2 style="text-align: center;">Emergency Allergy Response Plan</h2>	Descriptor Code: <h3 style="text-align: center;">6.412</h3>	Issued Date:
		Rescinds:	Issued:

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

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

10 EPINEPHRINE AUTO-INJECTORS

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

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

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

Legal References

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

Cross References

Medicines 6.405

Johnson City Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Fundraising Activities	Descriptor Code: 2.6011	Issued Date: 4/3/2023
		Rescinds: 2.6011	Issued: 12/09/19

1 *General*

2 The following guidelines shall be followed:¹

- 3 1. Fundraising activities shall be authorized by the Board and shall be for the purpose of
4 supplementing funds for established school programs and not for replacing funds which are the
5 responsibility of the Board.
- 6 2. Fundraising companies and other salespersons shall obtain permission in writing from the
7 Superintendent of Schools' office in order to visit the schools.
- 8 3. Any commission payable by companies shall be paid in the form of reduced prices to the
9 students or paid into the activity fund of the school for use by the school. No school employee
10 shall personally benefit from any fundraising activity.
- 11 4. The principal shall obtain written approval from the Superintendent of Schools/designee for all
12 fundraising activities, including online fundraising activities, which involve the participation of
13 the general student population in the marketing process of the fundraising effort. All other
14 fundraising activities, including online fundraising activities, shall have written approval from
15 the principal and comply with all administrative procedures issued by the Superintendent of
16 Schools. The authorization request shall contain the following information:²
- 17 a. A list of the proposed fundraising activities;
- 18 b. **Type of fundraising activity;**
- 19 c. Purpose of the fundraising activity;
- 20 d. Proposed uses of funds raised;
- 21 e. Expected student involvement in fundraising activity (school-wide, individual class, or
22 club); and
- 23 f. Margin of profit and how it is to be paid to the school.
- 24 5. The Superintendent of Schools shall determine whether or not the activity will benefit the
25 school, contribute to the welfare of the student body, and supplement, not replace, funds
26 necessary to fulfill the Board's required contributions.

1 6. Students shall not be excused from a regular class to participate in a fundraising activity. No
2 grade in a subject or course shall be affected by a student's participation in a fundraising
3 activity.

4 7. No quotas shall be imposed on students involved, and their efforts shall be voluntary. Students
5 who do not participate in fundraising activities shall not be punished or discriminated against in
6 any way.

7 This policy shall not be construed as preventing a teacher from using instructional or informational
8 materials even though the materials might include reference to a brand, a product, or a service.

9 **LOTTERIES**

10 Any fundraising activity which distributes prizes or makes awards to winners from among purchasers
11 of chances by means of tickets through a random selection process must comply with all relevant
12 laws.³

13 ~~ONLINE FUNDRAISING CROWDFUNDING~~⁴

14 **Crowdfunding is the practice of fundraising via the internet.** Individual schools may establish
15 school-wide online fundraising accounts. **The number of crowdfunding vendors and the number of**
16 **authorized users should be limited.** The accounts shall meet all fundraising requirements established
17 by the Board and the *Tennessee Internal School Funds Uniform Accounting Policy Manual*. The
18 principal/designee of each school shall have access to the established fundraising account to ensure all
19 funds are properly accounted for, and the information is recorded in the school's accounting records by
20 the designated personnel. **Donations are property of the school and should be directly deposited**
21 **into the school's bank account.** Online fundraising shall not be used on behalf and for the benefit of
22 an outside party.

23 An employee shall not engage in online fundraising for educational purposes in his/her official
24 capacity as a district employee or make any reference to non-school sponsored fundraisers, online or
25 otherwise, that would lead another to believe such activity is an approved school fundraiser.

26 ~~FUNDRAISING FOR NONEDUCATIONAL PURPOSES~~⁴

27 ~~On approval of the principal, an employee may be authorized to raise funds from district employees~~
28 ~~and use those funds for the following noneducational purposes:~~

29 1. ~~Bereavement support;~~

30

31 2. ~~Award recognition;~~

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33 3. ~~Employee morale;~~

34

35 4. ~~Banquets; or~~

36

- 1 ~~5. Other situations at the principal's discretion.~~
- 2 ~~These funds shall be derived from vending machine revenue or donations.~~
- 3 ~~The Superintendent of Schools shall develop administrative procedures regarding the receipt,~~
- 4 ~~disbursement, accounting, and auditing of these noneducational funds. The Superintendent of Schools~~
- 5 ~~shall ensure that the procedures are consistent with board policy and state law and disseminate them to~~
- 6 ~~all employees.~~

 Legal References

1. ~~Tennessee Internal School Funds Uniform Accounting Policy Manual, Section 4-3027, 4-3128~~
2. ~~Tennessee Internal School Funds Uniform Accounting Policy Manual, Section 4-32-29~~
3. **TCA § 3-17-106 et. seq.**
4. ~~TCA 49-2-134~~**Internal School Funds Manual, Section 4-30**

 Cross References

Revenues 2.400
 School Support Organization 2.404
 Audits 2.703
 Vendor Relations 2.809
 Student Activity Funds Management 2.900
 Staff Gifts and Solicitations 5.605

Johnson City Board of Education

Monitoring: Review Annually, in November	Educational Research	Descriptor 4.210	Issue Date 3/7/2011
		Rescinds 4.210	Issued 1/2/2006

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

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

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

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

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

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

Legal References: _____

Cross References:
Student Surveys, Analyses, and Evaluations 6.4001