

WEST HILLS ELEMENTARY SCHOOL



**“Together We Make a World
of Difference”**

**2023-2024
Staff Handbook**

WHES Staff Handbook

Leadership Roles and Responsibilities

Objective: To inform staff of the roles of WHE leaders.

- Instructional leadership & vision
- Discipline & Operations
- Community Relations

Principals

Instructional Coach

Department Chairs

Lead Teachers

- Curricular Experts
- Content-Area Mentors
- Department Advocate
- Professional Development

- Coaching / Mentoring

Committee Chairs

Schoolwide governance in the following categories:

- PBIS (Positive Behavior Intervention Supports)
- Family Engagement
- Leadership Team
- Hospitality
-

WHES Staff Handbook

Who Does What?

Secretary	Lee Berry	
Bookkeeper	Lauren Moroz	
Copiers/Ink	Lee Berry	
Maintenance/Facility Use	Suzanne Hammonds	
RTI	Melanie Shultz	
PBIS	Blair Harrison	
Behavior	Administration	
Curriculum/Textbook	Maria Collier	
Nurse	Stefanie Mathews	
Guidance Counselor	Falon Sullivan	
Social Worker	Taylor Smith	
SRO Officer		
TNCompass	Kristen Jackson	
Attendance	Lee Berry/Lauren Moroz	
Aspen/Gradebook	Lee Berry	
S-Team	Suzanne Hammonds	
Bus Time Sheets/TA Time Sheets	Jackson	

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Professional Expectations

Objective: To communicate the expectations of a professional work environment.

Student Success

- Every day is a fresh start.
- Students should not be left unattended at any time.
- Create positive relationships with parents.
- Solid and consistent classroom routines and expectations.
- Look through students CRs
- PAC times goes through administration.
- Students are expected to be at a level 0 in the hallway.
- Classroom Communities/Constitutions
- PBIS/Circles Daily

Curriculum

- Lesson Plans should be completed on the drive by Monday morning.
- Contact parent at 3 missing assignments.
- Take advantage of uninterrupted instructional blocks
- Making learning engaging
- 2 grades per week per content area (1 for SC/1 for SC)
- Communicate with ELL and SPED teachers regarding students.

Dress Code

- Faculty is expected to dress professionally setting a positive example for students.
- Professional dress also fosters respect from students and peers.

Teacher Absences

- Use Frontline to log in and register absences as soon as possible.
- Let an administrator know if you will be out sick.
- Personal leave must be submitted no fewer than three days prior to the requested date in Frontline.
- Be sure to leave detailed sub plans, including the daily schedule and class lists for substitute.

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- Administrative prerogative time is **limited to one hour**. If you need to be absent for more than one hour, please request one-half day of leave (sick, personal or leave without pay).
- If you must leave during school hours, your students must be properly supervised during your absence.
- Requests for Administrative Prerogative must be made in person to an administrator prior to leaving. (**Secretaries do not have the authority to approve.**)
- You must sign in and out in the Administrative Prerogative notebook. The secretary has the book in the office.
- Review the guidelines from Knox County included in the faculty handbook.

Professional Development Hours

- Each staff member must complete 12 hours of professional development outside of school hours and 6 hours of parent contact. (see attached document for guidelines)

Individual Education Plans (IEPs)

- You should receive an at a glance on any student with an IEP at the beginning of the year. Reach out to the students' case manager if you do not receive within the first week of school.

Evaluations

- Each teacher is evaluated according to his/her prior effect data. Stage I teachers will have two observations (one announced and one unannounced) and four walkthroughs. Stage II teachers will have four unannounced walkthroughs.
- Lead teachers will work with Stage I teachers and complete the four walkthroughs. Administration will complete formal evaluation announced and unannounced.

Professional Relationships

- All staff are expected to maintain a positive working relationship with all staff members. Develop a positive attitude. Avoid gossip and negativity.
- Be aware of student presence when communicating with other staff members.

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- If conflict arises respond early in a proactive manner instead of reacting hastily
- If a resolution cannot be reached, bring areas of concern to administration.
- Remember we are all working together for the good of our students!

Social Media

- Employees may have corrective action for online conduct and/or speech which the district reasonably believes will cause corruption throughout the day.
- No postings should negatively allude to school (students, teachers, or parents).

General House Keeping Guidelines

- All staff are expected to read the PAC NEWS daily.
- Personal use of cell phones should only be used during the school day in the event of an emergency.
- All staff members must sign an Electronic Media Agreement and be aware of the guidelines set forth in School Board Policy IFABA. All staff members must read and abide by the *Guidelines for Acceptable Use of Electronic Media* established by Knox County Schools. The librarian will give you the proper form.
- **Please be careful with the use of Face Book and other social networks.** *You should not post anything on any social media during work hours, or while on school premises.* Your image and reputation can be damaged by careless postings that the entire world can see. You are expected to always have professional behavior. Remember DO NOT post pictures of students to your social network accounts.
- All teachers must always wear nametags. Staff should stop any adult who is without a nametag and send him/her to the office to sign in and get a nametag. All visitors will be required to sign in and out on a visitors' log and to wear a visitor's badge.

Teacher Committees

- All Teachers are expected to serve on one committee.

School Day Expectations

OBJECTIVE: To establish written norms for teachers regarding school day procedures.

- 🌟 **Contract time 7:30–3:15**
 - Teachers are expected to arrive by 7:30 and stay until 3:15, any exceptions must be approved by an administrator.
- 🌟 **Class Presence**
 - Please do not leave your class unattended, as you are responsible for those students.
 - Expectations of learning and behavior should be in place and used consistently.
 - Instructional blocks need to start and end on time to enhance student learning.
- 🌟 **Attendance**
 - Daily attendance is required and needs to be completed prior to 8:00am.
- 🌟 **Hallway Duty**
 - All teachers are expected to be outside their doors during dismissal.
 - If you have afternoon or morning duty, please be sure you are showing up on time and have asked someone to cover if you are unable to be available.
- 🌟 **Lunch**
 - Please be on time to pick up your class. The lunch schedule is very tight and we need to move students in and out on time.
- 🌟 **Morning/Afternoon Duties**
 - If you are scheduled for morning duties, you are expected to be at your post no later than 7:10am and stay until 7:30.
 - Afternoon duties need to be in their assigned areas as soon as the group you are watching is dismissed.
 - Please get coverage if you are unable to be at school on your assigned day.
- 🌟 **Emergencies**
 - You are responsible for being familiar with the emergency procedures and following them if the need arises.




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- Ensure that your blue bag contains all the necessary materials and accompanies you during all scheduled and unscheduled evacuation/drills.

Substitute Plans

- Please have visible sub plans accessible in the event you may be out of the building.
- Please make sure you have your class split between your teammates rooms on days we do not have a substitute for your class.

Student Management

-  Each classroom teacher will send a letter explaining classroom and school-wide expectations during the first month that school is in session. The purpose of this letter is to provide information regarding classroom expectations, procedures, and policies. Please read it and discuss it with your child. Classroom teachers will facilitate the following Key Concepts of PBIS:
 - Expectations for everyone in all settings
 - Show students how to achieve these expectations.
 - Explicitly teach behavior expectations
 - Acknowledges students displaying positive behaviors.
 - Work closer with students in need of greater interventions.
 - Everyone works together proactively.
-  Whenever possible, handle discipline problems through your standard classroom procedures. When numerous referrals to the office occur, students may perceive the teacher as an ineffective disciplinarian. When a child is brought to the office, the principal assumes decision-making authority. Be sure you complete a discipline referral for any student who is brought to the office. If you, as a teacher, want to be involved in the procedure with a particular child who may experience chronic problems, you must have had a prior discussion with the principal about discipline for that child.
-  The administration of West Hills Elementary is committed to supporting teachers; however, no staff member may physically or verbally mishandle any student. No staff member may use profane or abusive language in the presence of any child. Avoid punishments, including verbal ones, which are excessively harsh. Please do not yell at the children.

Student Management

- Use a systematic disciplinary model that is consistent with our school wide PBIS framework. Reinforce written guidelines by informing parents of your expectations and practices in conferences. Examine your own practices to ensure that there is not a “double standard” by race, gender, or any other “category” over which the child has no control.
- Children may **not** be placed in the hallway for “time away”. Please refer to our PBIS protocols, such as the use of the “Chill Area” to give students an opportunity to reset or take a break. Do not limit or delay lunch as a punishment. Isolated lunch, however, is one of your disciplinary options.
- Only the administrators may assign PAC, In-school, or Out of School Suspension.
- Teachers are requested to reinforce the supervisory authority of Educational Assistants and Special Area Teachers in the cafeteria, classrooms, and playground.
- Whenever possible, verbal reprimands to students should be given in private, not in the presence of a group. Avoid large-group punishments.
- Students are expected to **walk quietly in the hallways** and should be in good control while waiting at the bathroom. Teachers should monitor the students’ behavior closely. Misbehavior is a disruption and interruption to other students’ instruction.
- If you want a child to call a parent from the office to describe misconduct, accompany the child to the office. Do not use the office staff for this purpose.
- West Hills will not use corporal punishment as a component of the discipline plan. We believe the other disciplinary measures result in more positive behaviors and support an atmosphere conducive to learning.

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- 🌟 Students will be expected to show their PACK PRIDE:
 - P-Purposeful
 - R-Respectful
 - I-Inclusive
 - D-Dependable
 - E-Empathetic

Student Management

- 🌟 Teachers will:
 - Respectfully speak & interact with students.
 - Keep documentation on their response to bullying/harassment.
 - Update administration on issues of concern.
 - Expect & receive support from administration.
 - Use PAC referral process.
- 🌟 STUDENT RESPONSIBILITY
 - It is our goal to prepare students to be productive, contributing, responsible citizens. We will help them learn to take responsibility for their decisions and their actions.
- 🌟 West Hills will follow disciplinary procedures as noted in [KCS Board policy J-191](#). See Board policies section.

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Online Purchase Order Process

- 🔊 Please refer to the PowerPoint Lauren has created to follow the correct ordering procedures.
- 🔊 All money collected (school fees, field trips, device insurance, etc..) must be paid through school cash online system. In the event children bring money to school for fees, field trips, etc. Turn the money in daily - NO money can be left in your classroom overnight.
- 🔊 No employee can spend any money without prior approval from the principal/bookkeeper. Bookkeeper and admin must provide written authorization for all purchases. You must fill out the proper online form BEFORE you spend money if you wish to be reimbursed. Purchases for \$100 or over MUST have a purchase order in order for you to be reimbursed. After you receive authorization from the bookkeeper to purchase your items, you have 3 days in which you need to do so and turn in the receipt to the bookkeeper.
- 🔊 Receipt of Items Ordered - if you receive an order/item that includes a packing slip, you will need to do the following things:
 - Check your order for accuracy
 - Sign and date the packing slip
 - "OK to Pay" and turn in to the Lauren Moroz, our bookkeeper.We will make a copy of the packing slip for you to take with your order. If you receive an order without the packing slip, please check the order for accuracy and then send the bookkeeper an email as to whether it is correct. She cannot pay for the item until she has that notification from you.

To all Teachers and Staff Members:

***Truly appreciate your consistent, cooperative, and professional compliance with all policies and procedures outlined in this Staff Handbook. You will be asked to sign-off that you have read all policies and procedures at a later time.
Thank you! Kristen Jackson***

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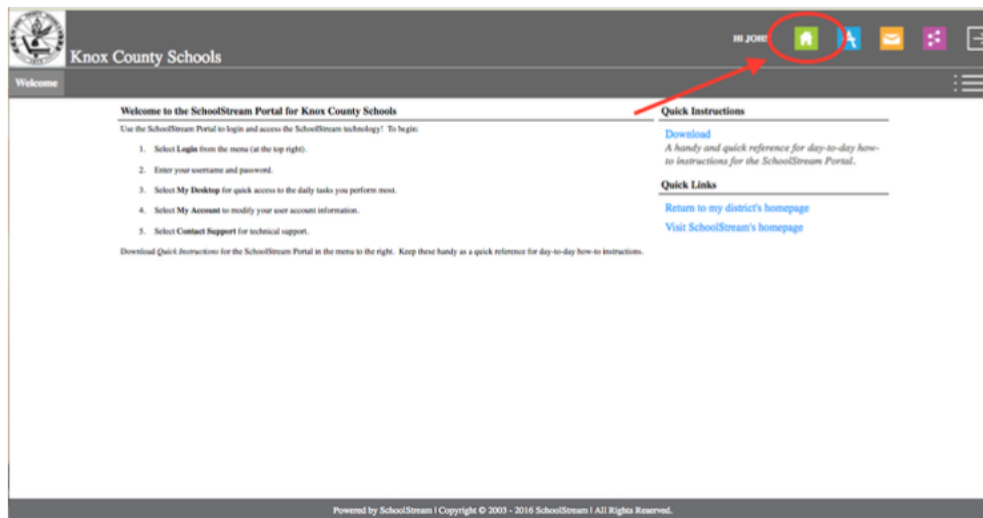
Where to find an accident report

Link to SchoolStream,

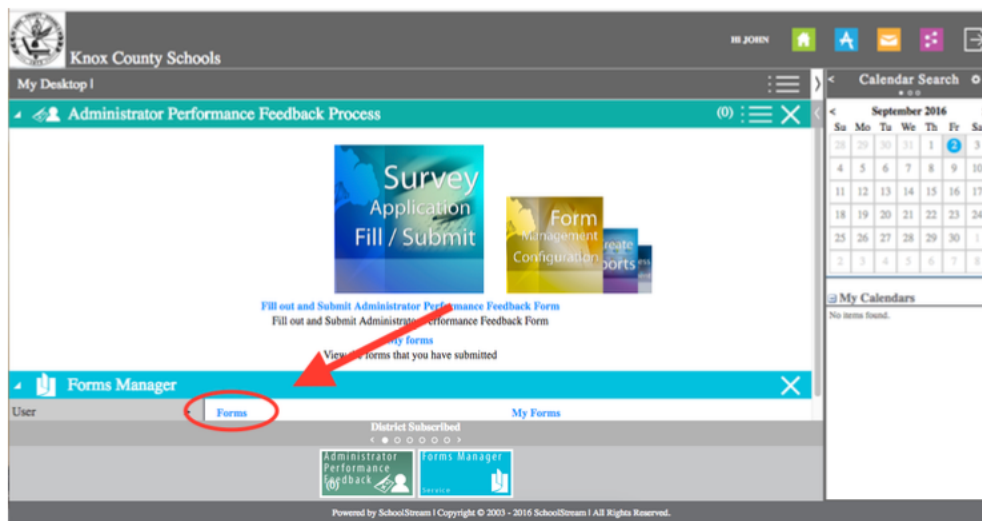
use your school id number FOR LOGIN AND PASSWORD

<https://knox.astihosted.com/welcome.ssp> (Links to an external site.)

1. Log into school stream and click the “Home” button

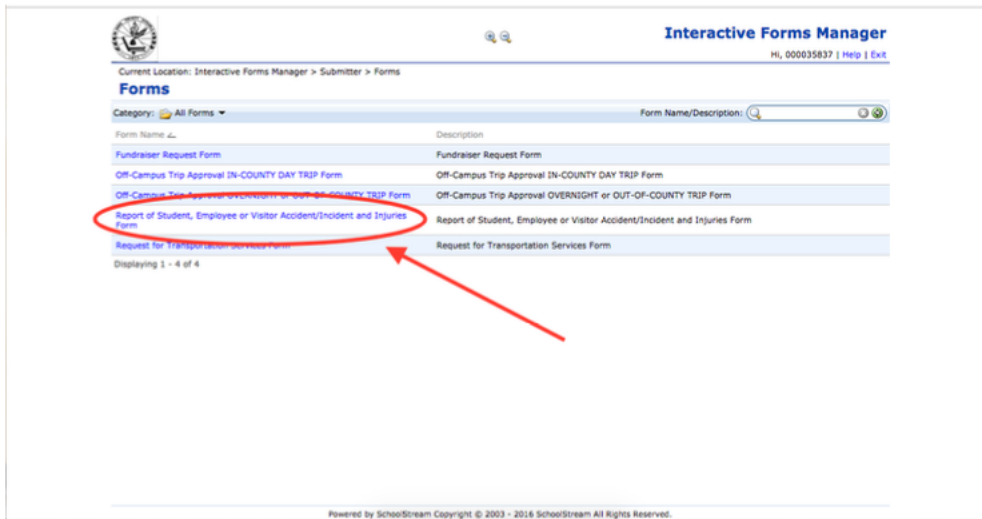


2. Click on “Forms” in the lower right



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3. Clicking "Forms" will open this page where you will find the accident report



The screenshot displays the 'Interactive Forms Manager' interface. At the top, the current location is 'Interactive Forms Manager > Submitter > Forms'. The page title is 'Forms'. Below this, there is a search bar and a list of forms. The form 'Report of Student, Employee or Visitor Accident/Incident and Injuries Form' is circled in red, and a red arrow points to it. The list of forms includes:

Form Name	Description
Fundraiser Request Form	Fundraiser Request Form
Off-Campus Trip Approval IN-COUNTY DAY TRIP Form	Off-Campus Trip Approval IN-COUNTY DAY TRIP Form
Off-Campus Trip Approval OVERNIGHT or OUT-OF-COUNTY TRIP Form	Off-Campus Trip Approval OVERNIGHT or OUT-OF-COUNTY TRIP Form
Report of Student, Employee or Visitor Accident/Incident and Injuries Form	Report of Student, Employee or Visitor Accident/Incident and Injuries Form
Request for Transportation Services Form	Request for Transportation Services Form

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Teacher Code of Ethics

Section G: Human Resources	Knox County Board of Education Policy		
	Descriptor Term:	Descriptor Code:	Issued:
	Qualifications and Duties of Teachers	G-280	7/95
		Reviewed: 3/23	Revised: 5/23

QUALIFICATIONS

All teachers shall be licensed in accordance with state law and the regulations of the Tennessee State Department of Education. Such license shall be on file in the office of the Director of Schools prior to beginning employment.¹

It is the responsibility of the employee to secure a certificate and to maintain its validity.² When a teacher's contract must be terminated because the teachers' certificate has lapsed or otherwise become invalid, the Director of Schools shall immediately suspend the teacher without pay pending disposition of the matter. The teacher shall be notified of the reason for the suspension and given an opportunity for a hearing before the Board.

All teachers shall demonstrate competency based on the current job assignment and performance standards as outlined in the appropriate state model for local evaluation.

DUTIES

In addition to duties specified in other policies and applicable law, teachers shall be responsible for the following duties:

1. To give full, willing and helpful cooperation in carrying out all reasonable instructions or extra assignments which are given by the principal before, after and during the school day.
2. To give instruction to the students in the areas assigned by the Board, Director of Schools and principal. Teachers must spend fifty percent (50%) or more time on instructing students in class.³
3. To record accurately the number of students present and absent each day in the manner prescribed by the Board, Director of Schools and principal.
4. To follow state and local course of study, to follow rules and regulations of the state and policies of the local Board, and to follow school rules and policies established by the principal.
5. To maintain cordial relationships with the home, parent(s) and community.
6. To keep parent(s) duly informed of the child's progress and hold conferences with parent(s) when necessary.
7. To report immediately to the Tennessee Department of Children's Services when one knows or reasonably suspects that a child's health or welfare has been or appears to have been harmed as a result of abuse or neglect.⁴ After the Department of Children's Services referral has been made, the school principal or other school administrator(s) should be notified of the referral.

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8. To perform such other duties as may be assigned by the principal.
9. To establish and maintain satisfactory, respectful working relationships within the school environment.
10. To follow all requirements within the Tennessee Teacher Code of Ethics.⁵

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Section J:	Knox County Board of Education Policy		
Students	Descriptor Term: Harassment, Intimidation and Bullying or Cyber-Bullying	Descriptor Code: J-211	Issued: 6/05
		Reviewed: 11/21	Revised: 8/17

GENERAL

Knox County Schools prohibits acts of harassment, intimidation, bullying and cyber-bullying.^{1, 2} A safe and courteous environment in school is necessary for students to learn and achieve. Harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate students in a safe and orderly environment; and since students learn by example, administrators, faculty, staff and volunteers should be positive role models in demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation or bullying. All Knox County Schools teachers and administrative personnel are responsible for ensuring this policy is faithfully implemented in all areas under their purview or direct supervision.

"Cyber-bullying" means bullying undertaken through the use of electronic devices;

"Electronic devices" include, but are not limited to, telephones, cellular phones or other wireless telecommunication devices, personal digital assistants (PDAs), computers, electronic mail, instant messaging, text messaging, and web sites;

"Harassment, intimidation or bullying" means any act that substantially interferes with a student's educational benefits, opportunities or performance; and:

(A) If the act takes place on school grounds, at any school-sponsored activity, on school-provided equipment or transportation or at any official school bus stop, the act has the effect of:

- (i) Physically harming a student or damaging a student's property;
- (ii) Knowingly placing a student or students in reasonable fear of physical harm to the student or damage to the student's property;
- (iii) Causing emotional distress to a student or students; or
- (iv) Creating a hostile educational environment; or

(B) If the act takes place off school property or outside of a school-sponsored activity, it is directed specifically at a student or students and has the effect of creating a hostile educational environment or otherwise creating a substantial disruption to the education environment or learning process.

All students are expected to refrain from acts of harassment, intimidation and bullying or cyber-bullying in any form and to be aware that such disciplinary measures as are appropriately assigned in Board policy J-191 will be utilized for the unacceptable behavior described above.

PREVENTION AND TRAINING

At the beginning of each school year, principals will provide this policy to parents and ensure that students are aware of the expectations for their behavior under this policy. This policy shall also be posted in the Board of Education policy page of the Knox County Schools website.

To promote and foster intergroup awareness, appreciation and understanding by students and staff of the diverse ethnic, racial, and cultural groups represented in the school district, United States, and the world, the Knox County Schools shall:

1. Provide on-going professional development for staff to prevent harassment, intimidation and bullying.
2. Implement practices to achieve safer and less violent schools for students, teachers and administrators through Restorative Practices, Positive Behavior Intervention Support, and professional development regarding implicit biases. Unless the schedule is modified, training is expected to continue through 2019.
3. Endeavor to ensure that the curriculum does not promote stereotypical views of any group and recognizes the accomplishments and contributions of all peoples.
4. Provide a comprehensive digital citizenship training program at all levels.

REPORTING AND RESPONSE

Students who feel they are being harassed, bullied or intimidated may report this concern to any teacher or school administrator or the office of the Superintendent using any means of communication with which they feel comfortable. Students may report anonymously, and anonymous reports will be treated with the same level of urgency as all other reports.

All school employees are required to report alleged violations of this policy to the principal or the principal's designee for investigation and appropriate action. Submission of a written incident report to the principal is required by all district employees. Oral reports will also be considered official reports. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report. Once a report is received, the principal or his or her designee must initiate an investigation within forty-eight (48) hours for student well-being unless the need for additional time is appropriately documented. An appropriate intervention must be initiated within twenty (20) calendar days from the receipt of the report unless the need for more time is appropriately documented.² Parents of all students must be immediately informed if their student is involved in an act of harassment, intimidation, bullying or cyber-bullying. Restorative practices will be used to the extent practicable in those schools where training has been completed.

A school employee, student or volunteer who possesses reliable information that a student has electronically transmitted a credible threat to cause bodily injury or death to another student or school employee shall report such information to the Principal or other school administrator. The Principal shall, in consultation with the appropriate district administrative personnel, make a determination regarding the disposition of the report with respect to appropriate investigations and disciplinary actions.³

Failure to report reliable information about an electronically transmitted credible threat to a student or employee may result in disciplinary action for the student or employee withholding the information. If a volunteer fails to report such information, the volunteer may be restricted from volunteering at any further school related activities.

A school employee, student or volunteer may not engage in reprisal or retaliation against a victim of, witness to, or person with reliable information about an act of harassment, intimidation, bullying or cyber-bullying.⁴

No student shall be the subject of reprisal for any report of bullying, harassment and intimidation. Students found to have perpetrated acts of reprisal shall be subject to appropriate disciplinary action as described in Board Policy J-191.^{4, 5}

Consequences for a student found to have falsely accused another as a means of harassment, intimidation or bullying range from behavioral interventions up to and including suspension or expulsion, as permitted under Board Policy J-191.

The following factors will be considered in determining the appropriate response to students who commit one or more acts of harassment, intimidation, bullying or cyber-bullying:

1. The developmental level and maturity levels of the parties involved;
2. The levels of harm as determined by the student's ability to be educated in a safe and orderly environment;
3. The surrounding circumstances;
4. The nature of the behavior(s);
5. Past incidences or continuing patterns of behavior;
6. The relationships between the parties involved; and
7. The context in which the alleged incidents occurred.
8. The efficacy of restorative practices with the students involved.

Consequences and appropriate remedial action for students who commit acts of harassment, intimidation or bullying may range from behavioral interventions up to and including suspension or expulsion. The appropriate action will be consistent with established Board policy, case law, and federal and state statutes.

Legal References:

1. If this concerns possible or alleged civil rights violations, please refer to Board Policy J-210. Tennessee Code Annotated § 49-6-4501.
2. T.C.A. § 49-6-4503.
3. T.C.A. § 49-6-4504.
4. T.C.A. § 49-6-4505(a).
5. T.C.A. § 49-6-4216(a)(2)(C) and § 49-6-4505(d).

Approved as to Legal Form

By Knox County Law Director 6/7/2017

/Gary T. Dupler/Deputy Law Director

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West Hills Elementary Audio-Visual Request for Classroom Instruction

Grade: _____ Teacher: _____

Materials to be used during the week of: _____

Unit of Study: _____

Audio-Visual Title: _____

This Audio-Visual:

_____ Is included in educational programs which have been adopted by the Knox County Board of Education... i.e. Character Education and Drug and Violence Prevention

_____ Purchased specifically for use by guidance counselors

_____ Supplied as ancillary material by publishers of Board approved and adopted textbooks

.....
(If boxes above are checked, it is NOT necessary to complete this section of the form.)

Objective (s):

Rating: _____ Will this lesson be included in the teacher lesson plan? _____ Yes _____ No

_____ Approved

_____ Not Approved

Principal: _____ Date: _____

Reminder: Parents should be notified prior to showing the AV work unless it is not required according to the KCS guidelines. AV works may be grouped in the lists and sent home weekly, monthly, each six weeks, or annually.

KCS Field Trip Request Procedures

Before you submit or approve, ensure that your form has the following:

- Information is on the correct form – In County Day Trip or Out of County/Overnight
- All required fields are complete (commonly overlooked: permission slips, transportation provider)
- If necessary, arrangements should be made for special needs students (nurse requests must be made at least 30 days prior to the trip)
- Student to chaperone ratio is accurate as required by grade band
- All destinations (including lunch), purpose of trip, and preparation/evaluation is clear as to how they support or enhance classroom learning.
- Explanation for students not attending the trip is sufficient
- Itinerary/Schedule is specific and complete with all information requested including:
 - Routes (can be attached separately)
 - Times and locations of events (by date if overnight trip)
 - Phone number and address for each venue
- Risk assessment is thoughtful and accurate and includes the plan for supervision of students. (Can be attached as word or pdf file)
 - Wonderworks fieldtrip will not be approved unless it is stated that students will not be permitted to participate in the climbing wall.
 - Wesley Woods/River Ridge trips must include specific classes in the itinerary and can be attached in PDF or word format.
 - No water (lake) activities.
 - No inflatable trips or trampoline parks.
 - Pumpkin Patch trips must address all potential hazards such as inflatable pillows, hayrides, petting zoos, etc.
- Emergency plans are detailed and include contacting the principal in event of emergency.
- Ensure parental permission slips are on file
- Chaperone list is complete to match the number of chaperones at the top of the form
- Chaperone (teachers and parents) phone numbers are listed. In the rare event that a phone number is unavailable, put NA.
 - If you are taking more chaperones than will fit on the form, the additional names and phone numbers should be attached as a word doc or pdf file.

***If any of the above are missing, the field trip form request may be denied.**

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KCS Field Trip Request Procedures

The organizing teacher submits request on SchoolStream including all essential information as described in the submission form – see checklist – to school **administrator** a minimum of 15 business days prior to the requested trip date.



The administrator ensures all essential information is included in the field trip form. If information is detailed and sufficient, the form receives Level 1 approval and is routed to the **proper supervisor**, see below. If information is missing, the form is denied and sent back to the organizing teacher with a list of information needing attention.



Where does the form need to go?

Principal (Level 1)
School Supervisor (Level 2)
Elementary Director (Level 3)
Assistant Superintendent (Level 4 for out of county or over night trips)



The supervisor ensures all essential information is included in the field trip form. If information is detailed and sufficient, the form receives Level 2 approval and is routed to the **proper director**. If information is missing, the form is denied and sent back to the organizing teacher with a list of information needing attention.



The director ensures all essential information is included in the field trip form. If information is detailed and sufficient, the form receives final approval, unless the trip is out of county. If information is missing, the form is denied and sent back to the organizing teacher with a list of information needing attention.



If the trip is out of county or over night, the Chief of Staff ensures all essential information is included in the field trip form. If information is detailed and sufficient, the form receives final approval. If information is missing, the form is denied and sent back to the organizing teacher with a list of information needing attention.



Once your trip has received final approval, make sure there is someone in your building (main office staff is suggested) can verify all components of the field trip are correct prior to students leaving the building.

***Do not let students leave your building with out a finalized district permission form.**

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Administrative Procedure

Category:	Procedure:	
Instructional Goals & Objectives	Off Campus Trips	
Descriptor Code:	Issued Date:	Revised Date:
AP-I-250	December 2021	

Parent/Guardian picking up a student from a field trip:

Knox County Schools understands that parents/guardians may choose to assume responsibility of their students at the conclusion of a field trip as opposed to having them return to the school under the supervision of a Knox County Schools employee. This practice is allowable as long as there is adherence to the following:

- The parent/guardian must submit a request in writing to the school's front office at a minimum of 24 hours prior to the field trip. *(This will give the school time to verify the request and ensure everything is in order.)*
- The KCS employee in charge of the field trip will check with the front office prior to leaving for the trip to verify the list of students who are approved to be picked up at the field trip rather than return to the school.
- The KCS employee in charge of the field trip will verify the parent/guardian's identity at the field trip site, parent is to furnish valid ID, and have him/her sign a sign-out sheet turning over responsibility to the parent/guardian.
- The parent/ guardian may only assume responsibility of the student(s) for which he/she has legal custody.
- A parent/guardian who is serving as a chaperone may not leave the field trip to take his/her personal student home, since it may compromise the adult to student ratios that must be maintained at the number below.
- The Knox County School employee in charge of the field trip has discretion and reserves the right to deny the request of the parent/guardian if the previous steps were not followed or if he/she feels the student's safety may be in jeopardy.

Chaperone to student ratio for Field trips by grade-level:

KCS values the participation of volunteer chaperones to be used for supervision on field trips. Adult-to-student ratios may vary but must be adequate for the field trip activity and the number and age of the students. Below are the expected adult-to-student ratios for Knox County Schools:

Elementary (Grades Pre-K -5)

Type of Field Trip	Adult: Student Ratio
Pre- K-2	1:5
Grades 3-5	1:10
Overnight	1:10

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Section J:	Knox County Board of Education		
	Students	Descriptor Term:	Descriptor Code: Issued:
		Misbehaviors and Disciplinary Options	J-191 7/95
			Reviewed: Revised:
			11/21 1/22

The behavior code addresses the language used by students, respect for all school employees, fighting, threats, bullying, harassment, weapons on school property or at school functions, damage to the property of person or others, misuse or destruction of school property, drug or alcohol abuse, the sale or distribution of drugs or alcohol, student conduct on school property, conduct in classes, and conduct on school buses. A teacher, principal, school employee or school bus driver may use reasonable force in in compliance with Tennessee law to enforce discipline and protect students.^{1,2}

In accordance with T.C.A. § 49-10-1305, a teacher, principal, school employee may: use a physical holding restraint for a brief holding of a student in order to calm or comfort; the minimum contact necessary to physically escort a student from one area to another; assist student in completing a task or response if the student does not resist, or resistance is minimal in intensity or duration; or may hold a student for a brief time in order to prevent any impulsive behavior that threatens the student's immediate safety or to prevent bodily harm or death to another person.

When students are disruptive or act inappropriately, school staff and principals are expected to respond logically, appropriately, and consistently to ensure a safe orderly school environment for all students. The Knox County Schools Discipline Guidelines describe five levels of behavior, increasing in seriousness from a Level 1 Behavior to a Level 5 Behavior (see chart below). The KCS Student Support Guidelines will be utilized in addressing discipline consequences. The use of Restorative Practices shall be used to the greatest extent practicable in schools where the training has been completed.

The KCS Discipline Guidelines also include levels of possible responses to inappropriate behavior (Response A through E). Each behavior is assigned to one or more of these levels of response. Principals and school staff should use the levels suggested for each behavior. If a behavior is assigned to two or more levels of response, the lowest level of intervention should generally be used first. Behaviors are defined in the KCS Behavior Definitions Table attached to this policy.

When choosing a higher-level response within the range of possible responses, an administrator should consider:

- the student's age, health, disability, decision-making ability and prior discipline history
- the student's willingness to repair the harm
- the seriousness of the act
- the potential to cause harm or the harm caused, including any injuries caused
- the extent of actual disruption to the learning environment
- whether the act was intentional

The administration will document in the discipline referral the reasons for using the selected response. In each case, KCS administrators and staff will ensure consequences applied will minimize the amount of instructional time lost and ensure a safe and orderly learning environment. It is the duty of school principals to administer and implement the school behavior and discipline code.³ Principals and school faculty shall use these guidelines for responses to behavior. Responses and interventions are at the discretion of the school principals. Suspension is required if the behavior is a Level 5, Zero Tolerance Offense.

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Section J:	Knox County Board of Education		
	Students	Descriptor Term:	Descriptor Code: Issued:
		Misbehaviors and Disciplinary Options	J-191 7/95
			Reviewed: Revised:
			11/21 1/22

The behavior code addresses the language used by students, respect for all school employees, fighting, threats, bullying, harassment, weapons on school property or at school functions, damage to the property of person or others, misuse or destruction of school property, drug or alcohol abuse, the sale or distribution of drugs or alcohol, student conduct on school property, conduct in classes, and conduct on school buses. A teacher, principal, school employee or school bus driver may use reasonable force in in compliance with Tennessee law to enforce discipline and protect students.^{1,2}

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When students are disruptive or act inappropriately, school staff and principals are expected to respond logically, appropriately, and consistently to ensure a safe orderly school environment for all students. The Knox County Schools Discipline Guidelines describe five levels of behavior, increasing in seriousness from a Level 1 Behavior to a Level 5 Behavior (see chart below). The KCS Student Support Guidelines will be utilized in addressing discipline consequences. The use of Restorative Practices shall be used to the greatest extent practicable in schools where the training has been completed.

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- the student's willingness to repair the harm
- the seriousness of the act
- the potential to cause harm or the harm caused, including any injuries caused
- the extent of actual disruption to the learning environment
- whether the act was intentional

The administration will document in the discipline referral the reasons for using the selected response. In each case, KCS administrators and staff will ensure consequences applied will minimize the amount of instructional time lost and ensure a safe and orderly learning environment. It is the duty of school principals to administer and implement the school behavior and discipline code.³ Principals and school faculty shall use these guidelines for responses to behavior. Responses and interventions are at the discretion of the school principals. Suspension is required if the behavior is a Level 5, Zero Tolerance Offense.

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Behaviors	Intervention Response	Suspension Out of School (under 10 days)	Extended Suspension Out of School (over 10 days)
Level 3 Behaviors (continued)			
Vandalism/Damage of Property	B,C,D	Yes	No
Threat Class 1	B,C,D	Yes	No
Fighting	C,D,E	Yes	Yes
Bullying	C,D,E	Yes	Yes
Cyberbullying	C,D,E	Yes	Yes
Harassment	C,D,E	Yes	Yes
Sexual Harassment	C,D,E	Yes	Yes
Possession of Drug Paraphernalia	C,D,E	Yes	Yes
Level 4 Behaviors			
Repeated violations of a pattern of Level 3 Behaviors, with evidence of implemented intervention (See mandatory interventions)	D,E	Yes	Yes
Theft of Property (over \$1,000)	D,E	Yes	Yes
Breaking/Entering	D,E	Yes	Yes
Gang Activity	D,E	Yes	Yes
Threat Class 2	D,E	Yes	Yes
Under the Influence	D,E	Yes	Yes
Possession, Use or Distribution of Alcohol	D,E	Yes	Yes
Sexual Misconduct	D,E	Yes	Yes
Level 5 Behaviors			
Repeated violations of a pattern of Level 4 Behaviors, with evidence of implemented intervention (See mandatory interventions)	D,E	Yes	Yes
Assault of Staff	D,E	Yes	Yes
Assault of Student	D,E	Yes	Yes
Aggravated Assault of Student	D,E	Yes	Yes
Sexual Battery (Assault)	D,E	Yes	Yes
Possession of Weapon other than Firearm (A lesser disciplinary response may be used following school-based investigation)	E	Yes	Yes
Bomb Threat	E	Yes	Yes
Felony Behavior	E	Yes	Yes
Possession, Use or Distribution of Illegal Drugs/ANY substance containing THC	E	No	(ZT) Yes*
Aggravated Assault and Battery of Teachers or Staff	E	No	(ZT) Yes *
Possession of Explosive or Incendiary Device	E	No	(ZT) Yes*
Possession of Handgun, Rifle or Shotgun	E	No	(ZT) Yes*

Intervention Response Guidelines

When choosing a higher-level response within the range of possible responses, an administrator should consider the student's age, health, disability, decision-making ability, prior discipline history, willingness to repair the harm, serious of the act, potential to cause harm or the harm caused, the extent of actual disruption to the learning environment, and whether the act was intentional.

Intervention Response A

- Student tells his/her side of the story and parent/guardian notified.
- Teacher or designated staff has restorative conversation with student.
- Teacher or designated staff determines whether to involve additional school support staff.
- One or more classroom management strategies or intervention supports are initiated. Student's individual needs and abilities should be considered when choosing interventions.

Intervention Response B

- Student tells his/her side of the story and has opportunity to write a statement.
- Administrator communicates with parent/guardian and determines whether to involve additional school staff.
- Documentation of prior interventions is reviewed with the parent/guardian.
- One or more additional interventions are initiated or revised as appropriate. New interventions should be considered if previous interventions have been unsuccessful.
- If necessary, administrator may assign an alternate learning location within the school for up to two (2) days.
- If response has been escalated as a result of a repeated pattern of Level 1 Behaviors, administrators could refer student to PIT as an intervention in Response B.

Intervention Response C

- Student tells his/her side of the story and has opportunity to write a statement.
- Administrator communicates with parent/guardian and determines whether to involve additional school staff.
- Documentation of prior interventions is reviewed with the parent/guardian.
- One or more additional interventions are initiated or revised as appropriate. New interventions should be considered if previous interventions have been unsuccessful.
- If necessary, administrator may assign an alternate learning location within the school for up to three (3) days OR one (1) to four (4) days of out of school suspension.
- Restorative conference should be considered upon re-entry depending on the nature and level of harm caused by the behavior.
- If response has been escalated as a result of a repeated pattern of Level 2 Behaviors, administrators could refer student to PIT as an intervention in Response C.

Intervention Response D

- Student tells his/her side of the story and has opportunity to write a statement.
- Administrator communicates with parent/guardian and determines whether to involve additional school staff.
- Documentation of prior interventions is reviewed with the parent/guardian.
- One or more additional interventions are initiated or revised as appropriate. New interventions should be considered if previous interventions have been unsuccessful.
- If necessary, administrator may assign five (5) to ten (10) days of out of school suspension.
- Restorative conference required upon re-entry to school.
- Any out of school suspension over four (4) days requires a disciplinary hearing.

Intervention Response E

- Student tells his/her side of the story and has opportunity to write a statement.
- Administrator communicates with parent/guardian and determines whether to involve additional school staff.
- Documentation of prior interventions is reviewed with the parent/guardian.
- One or more additional interventions are initiated or revised as appropriate. New interventions should be considered if previous interventions have been unsuccessful.
- If necessary, administrator may assign eleven (11) to forty-five (45) days of out of school suspension.
- Restorative conference required upon re-entry to school.
- Any out of school suspension over four (4) days requires a disciplinary hearing.

NOTE:

- All interventions are to be documented.
- All out of school suspensions over five (5) days must be referred to School Support Teams prior to a disciplinary hearing.
- Students with patterns of suspension could be referred to the School Support Teams as well.

ADDITIONAL GUIDELINES

1. A student shall not be suspended solely because charges are pending against him/her in juvenile or other court;
2. A student may be suspended for off campus criminal behavior that results in a student being legally charged with an offense that would be classified as a felony if the student was charged as an adult or if adjudicated delinquent for an offense that would be classified as a felony if the student was an adult, or if the student was convicted of a felony, and the student's continued presence in school poses a danger to persons or property or disrupts the education process;⁴
3. A principal shall not impose successive short term suspensions that cumulatively exceed ten (10) days for the same offense;
4. A teacher or other school official shall not reduce or authorize the reduction of a student's grade solely on the basis of discipline problems except in deportment or citizenship;^{4,5}
5. A student shall not be denied the passing of a course or grade promotion solely on the basis of absences except as provided by Board policy;
6. A student shall not be denied the passing of a course or grade promotion solely on the basis of failure to:
 - a. pay any activity fee;
 - b. pay a library or other school fine;
 - c. make restitution for lost or damaged school property
7. Any student who is expelled may request modification pursuant to J-191 from the Director of Schools.⁴

Legal References:

1. T.C.A. § 49-6-4107.
2. T.C.A. § 49-6-4001 through 49-6-4105.
3. T.C.A. § 49-2-303
4. T.C.A. § 49-6-3401.
5. T.C.A. § 49-6-3402.

KCS Behavior Definitions Table is attached and included in this policy.

Approved as to Legal Form

By Knox County Law Director 11/17/2021

/Gary T. Dupler/Deputy Law Director

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KNOX COUNTY SCHOOLS BEHAVIOR DEFINITIONS		
Code	Behavior	Definition
35	Aggravated Assault and Battery of Teacher or Staff	Intentionally or knowingly causing serious bodily injury or the use of weapon to any KCS employee and/or SRO.
36	Aggravated Assault of Student	Intentionally, knowingly, or recklessly committing an unprovoked physical attack on another student that causes injuries requiring medical attention beyond general first aid. Could also include two or more students intentionally causing or attempting to cause physical injury to another. Also includes the use of any weapon.
32	Assault of Staff	An intentional or reckless act that causes or has the potential to cause physical harm to a teacher or school staff on school grounds or at a school-sponsored activity.
33	Assault of Student	Intentionally, knowingly, or recklessly committing an unprovoked physical attack on another student. Minor physical contact, such as pushing or shoving, does not constitute assault. A child may not receive the same disciplinary consequence for their involvement in an altercation, if the school administrator determines that they acted in self-defense to protect themselves from physical harm. (TCA 49-6-3401) Response E may only be used if the attack was premeditated and if the student committing the act presents an ongoing safety risk to others. When Response E is used, evidence of premeditation and safety risk must be listed in the discipline referral.
27	Bomb Threat	Intentionally making a false report of potential harm from a bomb, dynamite, explosive or arson-causing device.
74	Breaking/Entering	Breaking in or onto any district property that includes any unauthorized entry into school property with or without destruction to the property. Includes breaking into student or staff property.
29	Bullying	Bullying is defined as unwanted, aggressive behavior that involves power imbalance. The behavior is repeated over time. The imbalance of power involves the use of physical strength, access to embarrassing information, or popularity to control or harm others. If bullying is repeated over time and persists after documented administrative intervention, expulsion may result.
51	Bus Misconduct	Engaging in conduct or behavior, which interferes with the orderly, safe, and timely transportation of students.

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Code	Behavior	Definition
72	Cheating	Copying from another's test paper; using material during a test which is not authorized by the person giving the test; collaborating with another student during the test without authorization; knowingly using, buying, selling, stealing, transporting, or soliciting, in whole or part, the contents of an unadministered test; substituting for another student or permitting another student to substitute for one's self to take a test; bribing another person to obtain a test that is to be administered; or securing copies of the test or answers to the test in advance of the test. Cheating includes: Plagiarizing (appropriating another's work and using it as one's own for credit without the required citation and attribution, e.g., copying written work from the Internet, or any other source). Student may still be assigned classroom disciplinary action in addition to typical behavior intervention.
59	Class Cut	Failing to attend a scheduled class or activity without authorization.
97	Cyberbullying	Cyberbullying is bullying that takes place using electronic technology. Electronic technology includes devices and equipment such as cell phones, computers, and tablets, as well as communication tools including social media sites, text messages, chat, and websites. Examples may include mean text messages or emails, rumor sent by email or posted on social network sites, and embarrassing pictures, videos, websites, or fake profiles.
60	Disruption of Class or School Environment	Intentionally disrupting the school environment to the extent the learning of other students or the normal functioning of the school is impaired. The discipline referral should include evidence demonstrating learning or the normal functioning of the school was significantly impaired.
68	Dress Code Violation	Wearing clothing that does not comply with the school's standard school attire policy or requirements for appropriate dress.
80	Failure to Serve Detention	Failure to follow through with an agreed upon detention.
71	Falsify/Forgery of Records	Falsifying or altering school records, including, but not limited to, written, electronic or digital school records. Writing and using the signature or initials of another person for an unauthorized purpose.
87	Felony Behavior	Off campus criminal behavior that results in the student being legally charged with an offense that would be classified as a felony if the student was charged as an adult or if adjudicated delinquent for an offense that would be classified as a felony if the student was an adult, or if the student was convicted of a felony, and the student's continued presence in school poses a danger to persons or property or disrupts the educational process. - See more at: http://codes.findlaw.com/tn/title-49-education/tn-code-sect-49-6-3401.html#sthash.PRRGW8uY.dpuf
30	Fighting	Mutual participation in an incident involving physical violence.

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Code	Behavior	Definition
41	Gambling	Gambling is the wagering of something of value on an event with an uncertain outcome with the intent of winning something of value. Gambling thus requires three elements to be present: consideration, risk, and a prize.
86	Gang Activity	Possessing or displaying symbols or paraphernalia of a gang or of a violent and disruptive group. Participating in the recruitment or initiation of students into a gang or a violent and disruptive group.
65	Harassment	Harassment is any unwelcome conduct that is severe, pervasive or persistent and creates a hostile environment that interferes with or limits a student's ability to participate in or benefit from services, activities, or opportunities offered by a school. Harassment meets one or more of the following criteria: is an act directed at one or more students that is received as harmful or embarrassing; is directed at one or more students; substantially interferes with educational opportunities, benefits, or programs of one or more students; substantially affects the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing emotional distress; is based on a student's actual or perceived distinguishing characteristic, or is based on an association with another person who has or is perceived to have any distinguishing characteristics; is repeated over time – is severe, persistent, and pervasive; causes mental duress, or psychological trauma to the victim.
83	Improper Use of Electronic Device	Improper use of cell phone, Internet, or other electronic devices – Using personal technology, electronic devices, or the internet, except when used for educational purposes with the permission of the classroom teacher or school administrator, or in violation of school rules.
93	Inappropriate Physical Contact/Horseplay	Engaging in minor physical contact with another student, such as pushing, bumping or horseplay.
85	Leaving School Grounds without Permission	Leaving school grounds without the permission of school officials.
61	Non-Compliance with Staff Request	Refusing to follow staff directives or comply with assigned disciplinary responses.
77	Obscene Material	Any material found that depraves or disrupts the educational process of the school. (on paper or electronically).
96	Possession of Drug Paraphernalia	Possessing any material used to produce or consume illegal drugs. Drug paraphernalia includes, but is not limited to bongs, roach clips, miniature spoons and pipes used to consume illegal drugs.

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Code	Behavior	Definition
20	Possession of Explosive or Incendiary Device	Possession of any destructive device, which includes any explosive, incendiary device, or poison gas, including bombs, grenades, rockets, missiles, mines, and similar devices. Fireworks are not considered an explosive.
18	Possession of Handgun, Rifle or Shotgun	Possession of a firearm or bringing a firearm to school. This includes, but is not limited to, handguns, rifles and shotguns. As required by state and federal law, any student who brings a weapon to school will be referred to law enforcement.
21	Possession of Non-Lethal Firearm	Possessing a non-lethal firearm, weapon replica, BB gun, airgun, air soft gun, pellet gun, cap gun, or toy gun. Response E may only be utilized if possession of the non-lethal firearm or replica causes actual risk of harm to students. The specific nature of the risk must be documented in the discipline referral.
16	Possession of Prescription or Non-Prescription Medication, including CBD oils NOT containing THC	Possession of prescription or non-prescription medication which has not been registered with school. Includes medications that can be purchased over the counter. Includes possession of prescription medication that is registered to the student.
22	Possession of Weapon other than Firearm	<p>Possessing, transmitting, or using a weapon, including:</p> <ul style="list-style-type: none"> -A knife, razor blade, box cutter, or other similar instrument utilizing a razor blade -Ammunition, chains, nun-chucks, brass knuckles, or Billy clubs -An electric weapon or device, such as a Taser -Capsicum (Pepper spray) -Weapons similar to those listed above capable of causing serious bodily injury -Any weapons found on school grounds or at school functions will be confiscated and turned over to the appropriate authorities.
70	Possession or Use of Fireworks	Possessing or use of fireworks (firecrackers, bottle rockets, smoke bombs or other similar devices)
50	Possession or Use of Tobacco Products (including Electronic Cigarettes/vaping devices and products/nicotine devices and products)	Possessing or using any tobacco products, including but not limited to, cigarettes, cigars, vapor or e-cigarettes, any products designed for vaping, any nicotine products or chewing tobacco.
17	Possession, Use or Distribution of Illegal or Prescription Drugs, including CBD oils or substances containing THC	Unlawful possession, use, or distribution of drugs, including any controlled substance, controlled substance analog, or legend drug (prescription drug). Prohibited drugs include, but are not limited to, ketamine, bath salts, and salvia. Distribution of drugs is defined as the intentional exchange of any prohibited drug with or without monetary exchange. A referral to the school social worker will be made for any student found in violation of this code.

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Code	Behavior	Definition
23	Possession, Use, or Distribution of Alcohol	Possessing, using, or being under the influence of alcoholic beverages or substances that have the potential to intoxicate. A referral to the school social worker will be made for any student found in violation of this code.
64	Profanity/Abusive Language	Using profane, inappropriate, or indecent language, such as cursing on school grounds or at school-sponsored activities.
63	Profanity/Abusive Language to Staff	Directing profane or indecent language toward a teacher, staff member or administrator.
82	Public Display of Affection	PDA includes, but is not limited to, physical or verbal conduct or communication of a sexual nature and sexual behavior between parties on school grounds or school-sponsored events.
	Repeated Violations of a pattern of Level 1 Behaviors, with evidence of implemented intervention (See mandatory interventions)	A repeated pattern of Type 1 behavior that continues after documentation of prior interventions. Two or more incidents of a Type 1 behavior may constitute a pattern. The discipline referral must include documentation of interventions implemented.
	Repeated Violations of a pattern of Level 2 Behaviors, with evidence of implemented intervention	A repeated pattern of Type 2 behaviors that continues after documentation of prior interventions. Two or more incidents of a Type 2 behavior may constitute a pattern. The discipline referral must include documentation of interventions implemented.
	Repeated Violations of a pattern of Level 3 Behaviors, with evidence of implemented intervention	A repeated pattern of Type 3 behaviors that continues after documentation of prior interventions. Two or more incidents of a Type 3 behavior may constitute a pattern. The discipline referral must include documentation of interventions implemented.
	Repeated Violations of a pattern of Level 4 Behaviors, with evidence of implemented intervention	A repeated pattern of Type 4 behaviors that continues after documentation of prior interventions. Two or more incidents of a Type 4 behavior may constitute a pattern. The discipline referral must include documentation of interventions implemented.
34	Sexual Battery (Assault)	Unwanted sexual contact 1) with the use of force or coercion 2) against a person's will or 3) when the victim is unable to give consent.
31	Sexual Harassment	Engaging in unwelcome sexual advances, requests for sexual favors, or other physical or verbal conduct or communication of a sexual nature. Sexual harassment includes gender-based harassment that creates an intimidating, hostile or offensive educational or work environment.
94	Sexual Misconduct	Sexual Misconduct is a consensual sexual act on school grounds or at school related activities.
73	Tamper-Fire Alarm	The deployment of the school fire alarm system in the absence of an emergency.

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Code	Behavior	Definition
55	Tardy to Class	Arriving late to class.
54	Tardy to School	Arriving late to school.
89	Theft of Property (Over \$1000)	Taking the property of another individual or of the school without permission, with the intent of depriving the owner of the property. The value of the property is over \$1000.
88	Theft of Property (Under \$1000)	Taking the property of another individual or of the school without permission, with the intent of depriving the owner of the property. The value of the property taken is under \$1000.
91	Threat: Class 1	A verbal, written, electronic, or gestured threat to cause harm to students or school staff. The threat must be one that would cause a person to reasonably fear bodily injury.
92	Threat: Class 2	A verbal, written, or electronic threat to cause harm to students or staff in which evidence exists that a student has a specific, credible plan to cause harm to staff or students. The threat must be one that would cause a person to reasonably fear bodily injury.
67	Trespassing on School Grounds	Entering or remaining on school property without authorization or when suspended.
57	Unauthorized Area	Being present in areas of the school without authorization.
15	Under the Influence	A student is under the influence when they have participated in taking a substance known to prohibit one's performance or behavior, prior to being either on campus or any school function or activity.
26	Vandalism/Damage of Property	Willfully destroying or defacing school or personal property.
66	Vehicle Violation	Operating any motorized or self-propelled vehicle on school grounds in a manner that is a threat to health and/or safety, or a disruption to the educational process. Failure to display required school parking pass or parking in an unauthorized area.

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Section B: School Board Operations	Knox County Board of Education Policy		
	Civility Code	Descriptor Code:	Issued:
		B-230	4/11
		Reviewed:	Revised:
		3/22	

PHILOSOPHY OF PERSONAL CONDUCT

It is the intent of the Board to promote mutual respect, civility and orderly conduct among district employees, parents and the general public. This policy provides rules of conduct that both permit and encourage participation in school activities and communication between parents, community members and school district personnel. This policy also identifies those behaviors that are considered inappropriate and disruptive to the operation of a school or other school district facility.

It is not the intent of the Board to deprive any person of his or her right to freedom of expression.

EXPECTATIONS

Students, faculty, staff, parents, guardians and all other members of the community shall:

1. Treat one another with courtesy and respect at all times.
2. Take responsibility for one's actions.
3. Be cooperative, to the greatest extent possible, toward one another and in solving problems based on what is in the best interest of students.
4. Refrain from behavior that threatens or attempts to disrupt school or school district operations; physically harms someone; intentionally causes damage; employs loud or offensive language, gestures, or profanity; or inappropriately shows a display of temper.

RESPONSE TO UNCIVIL BEHAVIOR

The Board does not condone a lack of civility by anyone, and recognizes the following appropriate administrative avenues for aggrieved parties to seek action or redress.

1. A student who believes that he or she has not been treated in a manner reflective of the Code of Civility should report such behavior to the appropriate building level administrator.
2. A parent, guardian or community member who believes that he or she has not been treated in a manner reflective of the Code of Civility should report such behavior to the staff member's immediate supervisor or the student's appropriate building level administrator.
3. An employee who believes that he or she has not been treated in a manner reflective of the Code of Civility should address the concern through the appropriate supervisory chain. If personal harm is threatened, the employee shall notify their supervisor and may also contact law enforcement. If a communication such as voice mail or e-mail or any type of written

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communication is demeaning, abusive, threatening or obscene the employee is not obligated to respond.

4. Any visitor on school district property who has breached this Civility Code may be directed to leave the premises by an administrator or security officer. If such person does not immediately and willingly leave, law enforcement may be called.

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Section I: Instructional Goals and Objectives	Knox County Board of Education Policy		
	Descriptor Term:	Descriptor Code:	Issued:
	Internet Safety	I-222	11/08
		Reviewed:	Revised:
		11/21	1/22

The Knox County Schools provides access to the Internet as an instructional resource. The Board understands that staff and students need reasonable access to various information formats and believes it incumbent upon the staff and students to use this privilege in an appropriate and responsible manner. The Knox County Schools Internet Safety and Acceptable Use Policy is intended to prevent unauthorized access and unlawful activities by users online, prevent unauthorized disclosure of or access to sensitive information, and to comply with the Children's Internet Protection Act (CIPA). This policy applies to all Knox County Schools (KCS) students and employees, as well as volunteers, interns and contractor personnel, whose access to, or use of, Internet and/or e-mail services is provided by the Knox County Schools.

CIPA COMPLIANCE

The Director of Schools will develop and maintain procedures for the appropriate use of the Internet by staff and students. Internet safety measures will include:

- A. Controls for access to inappropriate matter by minors on the Internet and the World Wide Web;
- B. Provide a safe and secure environment for minors when using electronic mail, chat rooms, and other forms of direct electronic communications;
- C. Prevention of unauthorized access, including "hacking" and other unlawful activities online;
- D. Prevent the unauthorized disclosure, use and dissemination of personal information of minors;
- E. Use of technology to block or filter Internet access to material that is obscene or harmful to minors; and
- F. Monitor the online activities of minors.

STUDENT INTERNET SAFETY

Students will receive instruction in the safe and responsible use of the Internet as a part of any instruction using devices that provide access to the Internet. Internet Safety instruction for students will include but not be limited to appropriate online behavior, interaction with others while using social networking websites or chat rooms, and awareness of the impact and consequences of cyber-bullying.

Students must abide by all laws, the Acceptable Use Policy, and all district security policies when using the district network.

EXPECTATIONS AND ACCEPTABLE USE OF INTERNET¹

The Guidelines for Acceptable Use of Electronic Media (KCS Publication MC-108) apply to all Knox County Schools students and employees as well as volunteers, interns and contractor personnel, whose access to, or use of, Internet and/or e-mail services is provided by or through Knox County Schools.

- A. All users shall act in a responsible, ethical, and lawful manner when using the school district's Information Technology resources.
- B. Users observing any illegal activities shall report these activities to the appropriate school district administrator.
- C. Staff members who supervise students, control electronic equipment, or otherwise have occasion to observe student use of said equipment online shall monitor the use of this equipment to assure that it conforms to the mission and goals of the Knox County School District.
 - Parents/guardians wishing to deny independent access to electronic media involving district technological resources may do so by returning a signed right of refusal form supplied by the school. This document shall be kept on file as a legal, binding document. (In order to modify or rescind the agreement, the user's parent/guardian must provide the Principal with a written request.)
- D. Employees shall sign Acceptable Use of Electronic Media Agreement (KCS Publication MC-107). Even without signature, all users shall follow this policy and report any misuse of the network or Internet to a teacher, supervisor, or other appropriate District personnel.

UNACCEPTABLE USES OF THE COMPUTER NETWORK OR INTERNET

The District reserves the right to take immediate action regarding activities on its network that (1) create security and/or safety issues for the District, students, employees, schools, network, or computer resources, or (2) other activities as determined by the District as inappropriate. The following are examples of inappropriate activity on the District network:

- A. Violating any state, federal, or municipal ordinance, such as: accessing or transmitting pornography of any kind, obscene depictions, harmful materials, materials that encourage others to violate the law, confidential information, or copyrighted materials
- B. Criminal activities that can be punished under law
- C. Selling or purchasing illegal items or substances
- D. Causing harm to others, damage to property, or interruption of services such as:
 1. Using profane, abusive language; threatening, harassing, or making damaging or false statements about others or accessing, transmitting, or downloading offensive, harassing, or disparaging materials
 2. Deleting, copying, modifying, or forging other users' names, emails, files, or data; impersonating other users, or sending anonymous email;
 3. Damaging computer equipment, files, data, or the network in any way, including intentionally accessing, transmitting, or downloading computer viruses or other harmful files or programs, or disrupting any computer system performance;

4. Using any computer or other electronic device to pursue “hacking”, internal or external to the District, or attempting to access information protected by privacy laws;

E. Using the network or Internet for Commercial purposes, such as:

1. Using the network for personal financial gain
2. Using the network for personal advertising, promotion, or
3. Conducting for-profit business activities and/or engaging in non-government related fundraising or public relations activities such as solicitation for religious purposes, lobbying for personal political purposes.

INTERNET FILTERING

The District will use technology protection measures on all district networks for all Internet-enabled devices to block or filter the access of material that is obscene, pornographic, and harmful to minors. The District reserves the right to monitor users' online activities and to access, review, copy, and store or delete any electronic communication or files and disclose them to others as it deems necessary. Users should have no expectation of privacy regarding their use of District property, network and/or Internet access or files, including e-mail.

The categories of material considered inappropriate and to which access will be blocked will include, but not be limited to nudity/pornography; images or descriptions of sexual acts; promotion of violence, illegal use of weapons, drug use, discrimination, or participation in hate groups; instructions for performing criminal acts, and online gambling.

The Director of Schools or the Director's designee will consider requests from users who wish to use a blocked site for bona fide research or other lawful purposes. This permission will be granted for a specific period of time and internet activity will be logged and reported to the District Network Administrator during this period.

PENALTIES FOR IMPROPER USE

Any violation of District technology resources or violation of this policy by students may lead to disciplinary and/or legal action including, but not limited to, suspension or expulsion.

Any violation of District technology resources or violation of this policy by staff may lead to reprimand, suspension, dismissal from District employment, or criminal prosecution by government authorities.

PARENTAL RESOURCES

Parents and students will be given access to materials to raise awareness of the potential dangers posed by Internet use and manners in which the Internet may be used safely.

Parents of students in the Knox County School District shall also be provided with the following documents:

1. Refusal of Access to Electronic Media (for Students) (MC-107)
2. Guidelines for Acceptable Use of Electronic Media (MC-108)

Legal Reference:

1. T.C.A. § 49-1-221.

Approved as to Legal Form
By Knox County Law Department 11/17/2021
/Gary T. Dupler/Deputy Law Director

WHES Staff Handbook

Section G: Human Resources	Knox County Board of Education Policy		
	Social Media	Descriptor Code:	Issued:
		G-161	10/18
		Reviewed:	Revised:
		7/21	

SOCIAL MEDIA

Social media has become an increasingly important part of the District's ability to communicate with families, students, staff and the community. The purpose of this policy is to guide District employees in navigating the appropriate professional, educational and private use of social media as a communication and learning tool.

- The District provides internal password-protected social media tools and allows use of district approved resources for eLearning and research focused on communication, collaboration and creativity. These sites are limited to the educational community and are internal to KCS.
- Public online social media platforms include websites, blogs, wikis, social networks, online forums, virtual worlds and any other interactive social media generally available to the public on the internet (e.g. Facebook, Twitter, LinkedIn, Instagram, YouTube, etc.).

EMPLOYEES

The use of social media should be designed to reasonably support instructional, educational or extracurricular programs under the direct supervision of building administration. KCS employees will be held accountable for the content of the communications they post on social media sites.

Professional Use of Social Media

- All KCS policies that apply to in-person professional interactions apply equally to online professional activities.
- Creation of a school-based social media account requires prior authorization from a KCS building-level supervisor.
- A District employee shall be designated as the account manager of an authorized social media account. Students over the age of 13 who have obtained parental permission may be given access privileges to post under the supervision of a district employee. (Parents and/or community members should not be the designated account managers.) For group pages, multiple account managers or "account administrators" are recommended. Any security, log- in credentials, or passwords for such accounts must be shared with the account manager's building-level supervisor.
- Employees using social media for professional purposes do not have expectation of privacy with regard to their use of such media. KCS supervisors, or their designees, will regularly monitor professional social media accounts to protect the school community.
- Employees are responsible for protecting confidential information, including, but not limited to compliance with Family Educational Privacy Rights Act (FERPA).¹ No personally identifiable information, including tagging the student, may be posted on professional social media sites, including photographs and videos of students, without consent of the students' parents/guardians.

“Tagging” is the practice of identifying a user in the context of a comment or photo. Security settings should be set to ensure that a professional profile cannot be tagged by other users and that only authorized people can post as an administrator of the page.

- Employees have an individual responsibility to understand the rules of the social media being used and act to ensure the safety of students.
- Employees are responsible for reporting use of social media not in accordance with KCS policy to building administration.
- When using professional social media accounts or digital communication tools to connect and communicate with students and/or families, KCS staff should always comply with all Board of Education policies including, but not limited to:

Civility Code (B-230)

Staff-Student Relations (G-140)

Staff-Community Relations (G-150)

Use of Copyrighted Materials (I-230)

Harassment of Students (J-210)

Harassment, Intimidation, and Bullying or Cyber-bullying (J-211)

Student Publications (J-470)

- Close surveillance of any professional social media page is recommended to ensure that any undesired content is discovered and addressed promptly.
- The Director of Schools may suspend or remove an account that does not adhere to KCS policy.

Personal Use of Social Media

- The District recognizes personal use of public online social media is left to the discretion of each employee.
- Employees shall not directly communicate with individual students who are currently enrolled in KCS schools via personal social media accounts with the exception of a relative. If employees receive a request from a current student to connect or communicate through a personal social media account, they should refuse the request.
- Employees shall not tag other District employees, District volunteers, vendors or contractors without prior permission of the individuals being tagged.
- The posting or disclosure of personally identifiable student information or confidential information via personal social media sites is prohibited.
- Employees are prohibited from using the district or school logo in any personal posting and should not conduct school business on personal sites without written permission from Knox County Schools.

Legal Reference:

1. 20 U.S.C. § 1232g; 34 C.F.R. Part 99.

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