

<u>Section B:</u> School Board Operations	Knox County Board of Education Policy		
	Descriptor Term: Board of Education Evaluation	Descriptor Code: B-100	Issued: 7/95
		Reviewed: 10/24	Revised: 7/23

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For the purpose of review and improvement of Board leadership, the Board of Education will conduct an evaluation of operational procedures annually in June.

This annual evaluation shall be based upon the following:

- a) Board members shall know and be involved in the development of standards by which they will evaluate themselves.
- b) The evaluation shall consist of individual Board member opinions but the Board as a whole shall meet to discuss the results.
- c) Evaluation shall include discussion of strengths as well as weaknesses.
- d) The Board is not required to limit itself to those items included in any formal evaluation instrument which is used.
- e) Each judgment shall be supported by as much rational and objective evidence as possible.
- f) At the conclusion of the evaluation, the Board will develop a series of Board goals for the ensuing year which are stated in terms of behavioral change.

Approved as to Legal Form
By Knox County Law Director 1/11/2024
/Gary T. Dupler/Deputy Law Director

Section B: School Board Operations	Knox County Board of Education Policy		
	Descriptor Term: Method of Election and Duties of Officers	Descriptor Code: B-110	Issued: 7/95
		Reviewed: 10/24	Revised: 4/24

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METHOD OF ELECTION

In September of each year, the Board shall hold a called meeting to organize by electing a Chair¹ and a Vice Chair to serve one-year terms, or until a successor is named or they are no longer members of the Board. The newly elected Chair and Vice Chair shall be seated at the first regular (voting) meeting in September. Each Board officer shall be eligible for re-election.

If no officer of the Board is serving at the time of the organizational meeting, the longest serving member may call the meeting to order and preside until a Chair is elected as the first order of business. This same process may be used to select the Chair when a committee organizes.

If the office of Chair is vacated prior to the expiration of the annual term, the Vice Chair shall assume all responsibilities of the Chair until a new Chair is elected.

DUTIES OF OFFICERS

Chair

The Chair of the Board shall have the following duties:

1. To assist the Director of Schools in preparing meeting agendas;
2. To preside at all meetings of the Board;²
3. To appoint committees authorized by the Board no later than the voting meeting in the month following election of the Chair;
4. To function as Chair of the Executive Committee;²
5. To countersign all warrants authorized by the Board and issued by the Director of Schools for all expenditures of the school system;²
6. To conduct Board hearings;³
7. To prepare the school budget with the Director of Schools;⁴
8. To authorize the use of mechanical and electronic check writing equipment;⁵
9. To certify, in coordination with the Director of Schools, the lack of value of surplus property or surplus property valued at less than \$500.00; and
10. To carry out other such duties as may be assigned by the Board.

Vice Chair

The Vice Chair shall assume the duties of the Chair in the Chair's absence or function as the Chair until a new Chair can be elected in the event the Chair is incapacitated or the office becomes vacant.⁶

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Secretary

The Director of Schools, as the executive officer of the Board, shall serve as secretary to the Board. He or she shall conduct all correspondence of the Board, keep and preserve all of its records, receive all reports acquired by the Board, and see that such reports are in proper form. He or she has the right to advise on any question under consideration but has no vote.

The Board may assign the keeping of the minutes to a clerk; however, the responsibility resides with the Director of Schools.

Chair Pro Tem

A Chair Pro Tem shall be elected to preside during a meeting when neither the Chair nor the Vice Chair is present.

Legal References:

1. T.C.A. § 49-2-202(c)(2).
2. T.C.A. § 49-2-205.
3. T.C.A. § 49-5-512(c).
4. T.C.A. § 49-2-203(a)(10).
5. T.C.A. § 49-2-113.
6. T.C.A. § 49-6-2007.

Cross Reference:

- Knox County Board of Education Policy B-180 Public Forum.

Approved as to Legal Form
By the Knox County Law Director 1/11/2024
/Gary T. Dupler/Deputy Law Director

<u>Section B:</u> School Board Operations	Knox County Board of Education Policy		
	Descriptor Term: Board Member Development	Descriptor Code: B-120	Issued: 7/95
		Reviewed: 10/24	Revised: 5/22

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LOCAL LEA TRAINING/ORIENTATION

The Board Chair or his or her designee and the Director of Schools shall arrange and conduct an orientation for new Board members no later than thirty (30) days after members take office.

It shall be the responsibility of the Director of Schools to provide to each new Board member a copy of the Board’s Policy Manual and other appropriate materials to acquaint them with the operation of the school system and Board service.

STATE TRAINING REQUIREMENTS FOR NEW BOARD MEMBERS

Beginning July 1, 2022, newly elected Board members shall participate in at least 21 hours of training during the first year in office, including 14 hours of Orientation Training covering topics outlined below:¹

1. Education’s governance structure (including the roles and responsibilities of the State Board of Education, Department of Education, and the Public Charter School Commission);
2. School data and finance;
3. Communication and engagement;
4. Board policies;
5. Strategic planning;
6. School law;
7. Board/Director of Schools relations;
8. Board/staff relations;
9. Board/student relations;
10. Tennessee open meetings and open records requirements; and
11. Conflict of interest and ethics.

STATE TRAINING REQUIREMENTS FOR EXPERIENCED BOARD MEMBERS

Beginning July 1, 2022, experienced Board members with one or more years of service, shall complete a minimum of seven (7) hours of training each fiscal year.¹

Experienced Board Members shall select any approved Training Course(s) to meet the required seven (7) hours each fiscal year.

MONITORING

The Tennessee Department of Education shall be responsible for monitoring local school board member compliance with these rules.

1 By July 15 of each year, approved Training Course providers shall provide a list to the Department of
2 Education of all local school board members who have completed approved Training Courses during the
3 fiscal year.
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5 If a local school board member is unable to complete all required training hours due to an unanticipated
6 hardship, the Commissioner of Education may grant a one-year reduction in the number of hours required
7 upon receiving an explanation of the hardship and request for reduction from the Board. If a New Board
8 Member is granted a reduction by the Commissioner, any orientation Training Courses not completed
9 shall be made up in the following year.
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11 Until June 30, 2022, local school board members shall comply with Training Course requirements
12 through participation in the School Board Academy program administered by the Department of
13 Education.
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15 **PROFESSIONAL DEVELOPMENT**

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17 Board members shall participate in activities designed to improve their knowledge and skills as members
18 of a policy-making body.
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20 In order to control both the investment of time and funds necessary to implement this policy, the Board
21 establishes these principles and procedures for its guidance:
22

- 23 1. A calendar of School Board conferences, conventions and workshops shall be maintained by the
24 Board secretary and provided to each member. The Board will regularly identify which meetings
25 should be attended and the benefits which would be derived from participation;
26
- 27 2. Funds for participation at such meetings shall be budgeted on an annual basis. The Board as a
28 whole shall retain the authority to approve or disapprove the participation of members in planned
29 activities;
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- 31 3. Reimbursement to Board members for their travel expenses shall be in accord with the travel
32 expense policy for staff members;¹
33
- 34 4. When a conference, convention or workshop is not attended by the full Board, those participating
35 may be asked to share information, recommendations and materials from the meeting; and
36
- 37 5. The public shall be kept informed through the Board of Education webpage and press releases to
38 news media about the Board's continuing in-service education and programs anticipated for short-
39 and long-range benefits to the schools.
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41 The Board regards participation in local, state and national conferences provided by professional
42 associations and subscription to publications addressing Board related concerns as appropriate types of
43 activities and services under this policy.
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Legal References:

1. TRR/MS 0520-01-02-.11.
2. T.C.A. § 49-2-202(A)(6).
3. T.C.A. § 49-2-2001.

Approved as to Legal Form
By Knox County Law Director 1/11/2024
/Gary T. Dupler/Deputy Law Director

Section B: School Board Operations	Knox County Board of Education Policy		
	Descriptor Term:	Descriptor Code:	Issued:
	Board Member Travel Expenses	B-130	7/95
		Reviewed:	Revised:
	10/24	5/16	

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The members of the Board shall be paid for transportation, lodging, meals and other pertinent expenses when traveling on business for the Board. Salary and other benefits shall be as provided for in the charter of Knox County.²

Expenses shall be submitted to the Director of School's office within thirty (30) days of the date of completion of such travel. The rate of payment shall be the same as the rate for members of the professional staff.³

Legal References:

1. T.C.A. § 49-2-202(d).
2. Knox County Charter, Article VI, § 6.03.

Cross Reference:

3. Knox County – Knox County Schools Travel Policy Handbook and Regulations.

Approved as to Legal Form
By the Knox County Law Department 1/11/2024
/Gary T. Dupler/Deputy Law Director

Section B: School Board Operations	Knox County Board of Education Policy		
	Descriptor Term: Board Committees	Descriptor Code:	Issued:
		B-140	7/95
		Reviewed:	Revised:
	10/24	1/17	

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GENERAL

The Board shall operate without standing committees, except for the Executive Committee; however, special committees composed of Board members may be appointed by the Chair at the direction of the Board and as the needs of the Board shall require.¹ Such committees shall be discharged when the work is finished or earlier by a majority vote of the entire Board. All reports by special committees shall be made directly to the Board.

1. A special committee serving in an advisory capacity shall ordinarily consist of less than a quorum of Board members;
2. The committee will be advisory only;
3. Issues to be discussed by the committee must be approved in advance by the entire Board;
4. A committee shall serve no longer than the annual organization meeting of the Board unless reappointed to finish a designated task; and
5. Committee meetings shall be held in accordance with the Open Meetings Act.²

EXECUTIVE COMMITTEE

The Chair of the Board and the Director of Schools shall constitute the Executive Committee of the Board, with the Chair of the Board serving as the Chair of the Executive Committee.¹ The duties shall be:

1. To prepare an agenda for each regularly scheduled meeting of the Board, with public notice of such agenda-setting meeting(s);
2. To prepare the annual budget in the approved forms of the Commissioner of Education, to be submitted to the Board for its approval.³
3. To advertise for bids and let contracts authorized by the Board;
4. To examine all accounts authorized by the Board and ensure that the approved budget is not exceeded;
5. To submit for approval at each regular meeting of the Board a full report of all business transacted since the last regular meeting; and
6. To transact any other business assigned to the committee by the Board.⁴

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7. Current Board Members shall be allowed to attend and observe meetings of the Executive Committee which are not public noticed; and as observers, Board Members may not comment, discuss or deliberate with the committee.

Legal References:

- 1. T.C.A. § 49-2-205(2).
- 2. T.C.A. § 8-44-102(b).
- 3. T.C.A. § 49-2-203(a)(11).
- 4. T.C.A. § 49-2-206; TCA § 49-2-205(3).

Approved as to Legal Form
By Knox County Law Director 1/11/2024
/Gary T. Dupler/Deputy Law Director

Section B: School Board Operations	Knox County Board of Education Policy		
	Descriptor Term: Board-Community Relations	Descriptor Code:	Issued:
		B-150	7/95
		Reviewed:	Revised:
	10/24	7/16	

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In order to promote school-community interaction relating to the policy and operation of the schools, the Board will:

1. Strive to keep the community regularly informed about all policies, planning, academic achievement and other items of interest through multiple channels of communication, by its own efforts and the efforts of the Director of Schools;
2. Direct all school employees, including teachers, administrators and support service personnel to participate in good school-community interaction by:
 - a. Transmitting pertinent and correct information to citizens upon request or upon the initiative of school employees;
 - b. Encouraging the principal of each school to develop a public relations and outreach program for his or her school and also promote programs which both involve and engage parents and the community in the life of the school and the success of students.

The Director of Schools shall be responsible for leadership in school-community relations. Through the use of his staff, he will promote a program to best coordinate the engagement of families and the community in the success of the Knox County Schools.

Approved as to Legal Form
By Knox County Law Director 1/11/2024
*/Gary T. Dupler/*Deputy Law Director

Section B: School Board Operations	Knox County Board of Education Policy		
	School Board Meetings	Descriptor Term:	Descriptor Code:
			B-160
		Issued:	7/95
	Reviewed:	10/24	
		Revised:	4/24

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The Board shall transact all business by voting in official meetings. Voting shall occur only in regular or special meetings (“called” meetings). A majority vote of all members of the Board is required for passage (not imply a majority of a quorum).

The formation of public policy and public business must be transacted transparently and not in secret.¹ Therefore, with rare exceptions, deliberative meetings of the Board shall be open and physically accessible to the public.² When the size of the audience exceeds the capacity of the meeting space, an overflow area will be opened where the audience can view a simulcast of the proceedings.

REGULAR MEETINGS

Regular meetings of the Board shall be held monthly. The Board will approve an annual calendar of meetings each June.

SPECIAL MEETINGS (“CALLED” MEETINGS)

The Board shall hold such special meetings as necessary to transact the business of the Board. Such meetings shall be called by the Chair whenever, in his or her judgment, the interests of the schools require it or when requested to do so by a majority of the Board.^{1,3}

NON-VOTING MEETINGS AND COMMITTEE MEETINGS

The Board may hold non-voting meetings (e.g., work sessions and mid-month workshops) routinely and as necessary.

EXECUTIVE SESSION MEETINGS

Executive Sessions are not open to the public. These meetings are held with the Board’s attorney(s) to discuss pending litigation or threatened litigation and other confidential information. There shall be no deliberation and no votes may be taken in Executive Session meetings.^{1,4}

ELECTRONIC PARTICIPATION IN BOARD MEETINGS

Board Members may participate in scheduled board meetings by electronic means under the following conditions:⁵

1. The member is out of the county due to work and shall give at least five (5) days’ notice prior to the scheduled board meeting of the member’s intention to participate electronically. (Limited to 2 instances per fiscal year.)

- 2. The member is sick or in a period of convalescence on the advice of a healthcare professional. (Limited to 3 times per fiscal year.)
- 3. If Knox County Schools is closed, the member may attend electronically due to inclement weather or natural disaster. (Limited to 3 times per year.)
- 4. The member has a family emergency that inhibits the member from attending in person. (Limited to 2 times per year.)
- 5. The member is out of the county due to military service.

No board meeting shall be conducted with electronic participation unless a quorum of members is physically present at the location of the meeting and the member participating by electronic means must be visually identified by the chair.⁶

NOTICE OF REGULAR MEETINGS

Adequate notice of meetings³ in the case of regular meetings shall consist of the approval of a schedule of all regular meetings for the Board for a year. The approved schedule shall be publicly posted on the Board of Education webpage for access to all community members. No other notice of regular meetings shall be necessary, provided the date and time of the next *scheduled* regular meeting is announced at the *prior* board meeting.

NOTICE OF SPECIAL MEETINGS AND COMMITTEE MEETINGS

In the case of special Board meetings, notice shall be sent to the local news media and posted on the Board of Education webpage at least forty-eight (48) hours prior to the meeting.

The only exception permitted is in case of emergency, defined for this policy as “a sudden, generally unexpected occurrence or set of circumstances demanding immediate action.” In such exceptions, notice shall be given to all appropriate parties as is practical.

All notices of special Board meetings shall state the time, place, and purpose of the meeting.

Legal References:

- 1. T.C.A. § 8-44-102, T.C.A. § 49-2-202(c)(1).
- 2. U.S.C. § 12101; T.C.A. § 68-120-204.
- 3. T.C.A. § 8-44-103.
- 4. Smith County Education Association v. Anderson 676 S.W. 2d 328 (Tenn. 1989).
- 5. T.C.A. § 8-44-108.
- 6. T.C.A. § 49-2-203.
- 7. T.C.A. § 49-6-808.

Under the provisions of Tennessee Governor Bill Lee’s Executive Orders 16 (dated March 20, 2020), 34 (dated May 6, 2020); 51 (dated June 29, 2020), 60 (dated August 28, 2020); 65 (dated October 28, 2020) and 71 (dated December 22, 2020), Board members were allowed to attend meetings electronically in light of the Coronavirus Disease 2019 (COVID-19) and such meetings continued pursuant to any and all Executive Order extensions.

Approved as to Legal Form
 By Knox County Law Director 1/11/2024
 /Gary T. Dupler/Deputy Law Director

<u>Section B:</u> School Board Operations	Knox County Board of Education Policy			
	Agenda	Descriptor Term:	Descriptor Code:	Issued:
			B-162	7/95
		Reviewed:	Revised:	
	10/24	5/22		

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SETTING THE AGENDA

The Executive Committee of the Board shall be responsible for developing an agenda for each Board meeting. Any board member may place items on the agenda for discussion. The particular order may vary from meeting to meeting in keeping with the business at hand.

Staff members or citizens of the district may suggest items for the agenda.

For items to be considered on the agenda, they must be received in the Director of Schools' office not later than the deadline as established on the Board's annual calendar. The person(s) requesting an item on the agenda shall forward any background information to the Director of Schools' office so that the material will be included in the delivery to the Board members prior to the meeting.

DISTRIBUTING THE AGENDA

For a regular session Board meeting, the agenda (which shall include the consent agenda), together with supporting materials, shall be distributed to Board members at least five (5) days prior to the scheduled date of the meeting. The agenda shall be available to the public at the time it is distributed to the Board members.

APPROVING THE AGENDA

At the beginning of each meeting, the Board shall, by a majority vote, approve the agenda for the meeting.

Any member of the Board may request that an item be moved from the consent agenda. The Board may by majority vote add item(s) not previously included on the agenda.

CONSENT AGENDA

While developing the agenda, the Chair and Director of Schools shall identify routine or non-controversial items to be placed on the consent agenda, which shall become a part of the regular agenda. If any member objects to including an item on the consent agenda, that item shall be moved to the regular agenda as an action item requiring discussion. The remaining consent items shall be adopted in a single vote without discussion. No item requiring new budgetary monies may be included on the consent agenda.

1 **ANNUAL AGENDA**
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3 At the beginning of each fiscal year, the Board shall adopt an annual planning calendar, stating month-
4 by-month actions required by law and those required to carry out the Board's annual goals and objectives
5 and the State Board of Education's performance standards.
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46 Approved as to Legal Form
47 By Knox County Law Director 1/11/2024
48 /Gary T. Dupler/Deputy Law Director
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<u>Section B:</u> School Board Operations	Knox County Board of Education Policy		
	Descriptor Term: Rules of Order	Descriptor Code:	Issued:
		B-163	7/95
		Reviewed:	Revised:
	10/24	3/19	

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The rules contained in the current edition of *Robert's Rules Of Order, Newly Revised*, shall govern the Board in all cases to which they are applicable, except as otherwise provided by any statutes¹ applicable to the Board, or by policies of this Board including the following:

ORDER OF BUSINESS

The meetings shall be conducted under the following order of business, unless changed at the discretion of the presiding officer:

1. Moment of Silence
2. Pledge of Allegiance
3. Changes to the agenda
4. Approval of the agenda
5. Approval of payment of bills
6. Approval of minutes
7. Other items of business
8. Adjournment

The Board will also receive a Superintendent's Report at each work session sharing information on activities, events, and pertinent district updates.

CHAIR'S PARTICIPATION

The person chairing a meeting may participate in discussion, make motions, and vote on all issues as any other member without relinquishing the chair.

Legal Reference:

1. T.C.A. § 49-5-409(b)(1).

Approved as to Legal Form
 By Knox County Law Director 1/11/2024
 /Gary T. Dupler/Deputy Law Director

<u>Section B:</u> School Board Operations	Knox County Board of Education Policy			
	Voting Method	Descriptor Term:	Descriptor Code:	Issued:
			B-164	7/95
			Reviewed:	Revised:
	10/24	5/22		

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A formal vote shall be taken on any question brought before the Board and the decision shall be made on the basis of a majority of the elected membership voting “aye” or “nay” when a quorum exists, except when a rule or statute requires otherwise. Abstentions, passes, and such other responses shall not be counted in determining whether a motion passes or fails.¹

All votes shall be by public vote or public ballot (including electronic ballot) or public roll call. No secret votes, or secret ballots, or secret roll calls shall be allowed.

- “Public vote” means a vote in which the “aye” faction vocally expresses its will in unison and in which the “nay” faction, subsequently, vocally expresses its will in unison.²
- “Public Ballot” may include a written ballot or electronic ballot only when the vote of each member is clearly audible and/or visible to the public and each member’s vote is recorded in the minutes.

Roll call votes will be used upon the request of any Board member. The person chairing the meeting shall have a vote on all matters voted on by the Board.³

A majority vote of all members of the Board is required for passage (not simply a majority of a quorum).

Legal References:

1. Tennessee Supreme Court, Collins v. Janey, 147 Tennessee 477 (1922); T.C.A. § 49-2-202(g).
2. T.C.A. § 8-44-104(b).
3. Tennessee Supreme Court, Reeder v. Trotter, 142 Tennessee 37 (1919).

Approved as to Legal Form
By Knox County Law Director 1/11/2024
/Gary T. Dupler/Deputy Law Director

Section B: School Board Operations	Knox County Board of Education Policy			
	Minutes	Descriptor Term:	Descriptor Code:	Issued:
			B-165	7/95
			Reviewed:	Revised:
	10/24	8/16		

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The Director of Schools shall keep, or cause to be kept, complete and accurate minutes of all meetings of the Board.¹ The draft of the minutes of the previous meeting will be made available to all Board members with the posting of the agenda for the subsequent meeting. Following their approval by the Board, the minutes shall be signed by the Chair and Director of Schools.² The minutes shall become permanent records of the Board and shall be posted upon the Board of Education page of the Knox County Schools website immediately after approval by the Board.

The minutes shall include:

1. The nature of the meeting (regular or special), time, place, date, Board members present or absent, and the approval of the minutes of the preceding meeting;^{2, 3}
2. The record of all motions, proposals, and resolutions passed or denied by the Board, together with the names of the members making and seconding the motions, and a record of the members voting “aye” and “nay” in the event of a roll call vote;^{2, 3}
3. Reports, documents and objects relating to a formal motion may be omitted from the minutes, if they are referred to and identified by title and date;⁶
4. Names of persons addressing the Board and the purpose of their remarks; and
5. A brief account of those items discussed, and whether or not any motions were made regarding those items.

Legal References:

1. T.C.A. § 49-2-301(b)(1)(C).
2. Robert’s Rules of Order, Article XV, § 48.
3. T.C.A. § 8-44-104.
4. T.C.A. § 10-7-503.
5. T.C.A. § 49-2-203(a)(12).
6. Attorney General Opinion (June 11, 1979).

Approved as to Legal Form
By Knox County Law Director 1/11/2024
/Gary T. Dupler/Deputy Law Director

Section B: School Board Operations	Knox County Board of Education Policy			
	Public Hearings	Descriptor Term:	Descriptor Code:	Issued:
			B-170	7/95
			Reviewed:	Revised:
	10/24	8/11		

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The Board may hold public hearings in the following circumstances:

1. To hear, on the record, a tenured teacher’s appeal of a termination decision rendered by the duly appointed impartial hearing authority;¹
2. When a student has been suspended and the resolution has not been satisfactory;²
3. When a parent or legal guardian shall contest the school assignment of their child;³ and/or
4. When the Board deems it to be in the public interest.

Any individual(s) requesting a hearing before the Board must make such request in writing stating the purpose of the hearing, the action desired, and, in the case of contesting a school assignment, the specific reasons for requesting a school transfer. All requests for hearings must be received by the Board or Director of Schools within the time limit prescribed by law for that category of hearing.

Legal References:

1. TCA § 49-2-203(a)(6-7); TCA § 49-5-512(c).
2. TCA § 49-6-3401.
3. TCA § 49-6-3201.

Approved as to Legal Form
By Knox County Law Director 1/11/2024
/Gary T. Dupler/Deputy Law Director

Section B: School Board Operations	Knox County Board of Education Policy		
	Descriptor Term: Complaints and Appeals to the Board	Descriptor Code:	Issued:
		B-171	7/95
		Reviewed:	Revised:
	10/24	4/24	

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ADDRESSING COMPLAINTS

All complaints should be channeled through the appropriate supervisory chain of responsibility before being brought to the Board. Employees of the Knox County Schools should refer to Policy G-130 for information regarding complaints and/or grievances. Other individuals or groups should follow the processes as outlined below.

Families, community members, students, and Knox County Schools staff may contact the KCS Office of the Ombudsman at any time to seek assistance in navigating or facilitating a complaint or concern.

Complaints regarding an instructional program should first be addressed to:

- (1) the appropriate teacher(s);
- (2) the principal or the assistant principal;
- (3) the appropriate supervisor or director;
- (4) the appropriate Assistant Superintendent; and
- (5) the Director of Schools.

Complaints regarding transportation, food service, pupil personnel, and operational procedures should be first be addressed to:

- (1) the principal or the assistant principal;
- (2) the appropriate supervisor or director;
- (3) the appropriate Assistant Superintendent; and
- (4) the Director of Schools.

The complainant must attempt to resolve a complaint before the matter is elevated to the next level. After completion of these processes, if the individual or group still believes a complaint has not been satisfactorily addressed, a request may be made for the complaint to be heard by the Board using the following process:

1. The complaint must be submitted in writing to the Director of Schools not later than 12:00 noon, seven (7) days prior to a regular meeting of the Board.
2. The written complaint should include an accurate account of the steps which have already been taken to remedy the situation.
3. Persons making a complaint should appear before the Board at the first regular meeting following the filing of the written complaint or at a special meeting called by the Board.

- 1 4. Groups of complainants should delegate one member to serve as spokesperson for their
- 2 complaint.
- 3
- 4 5. The Board will render a decision on complaints that have followed the proper process as
- 5 outlined above, as soon as possible after receiving the complaint.
- 6

7 The Board reserves the right to ask the spokesperson making the complaint to appear again for further
 8 discussion or clarification.

9

10 If someone insists upon being heard without following the above procedures as set forth by the Board,
 11 the Chair, acting on behalf of the Board as a whole, has the authority to call the person or persons out of
 12 order and insist that they follow Board policies concerning complaints as outlined above.

13

14 **APPEALS TO THE BOARD**

15

16 Certain matters relating to the operation of the school system may be appealed to the Board. However,
 17 the Board desires that all matters be settled at the lowest level of responsibility and will not hear
 18 complaints or concerns which have not advanced through the proper administrative procedure from the
 19 point of origin.

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21 If all administrative channels have been exhausted and there is still a desire to appeal to the Board, the
 22 matter shall be referred in writing and the Board shall determine whether to hear the appeal.

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46 Approved as to Legal Form

47 By Knox County Law Director 1/11/2024

48 /Gary T. Dupler/Deputy Law Director

Section B: School Board Operations	Knox County Board of Education Policy		
	Descriptor Term: Public Forum	Descriptor Code: B-180	Issued: 3/16
		Reviewed: 10/24	Revised: 5/24

1 The Board of Education desires to hear from individuals and/or groups on matters important to education.
2 Time is set aside at each Board meeting for Public Forum, during which individuals or groups may request
3 to speak to the Board. The purpose of Public Forum is to provide the public with the opportunity to
4 comment on matters that are germane to the items on the agenda for the meeting.¹
5
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7 Public comment at work sessions, called meetings, and other special meetings will be limited to items on
8 the agenda. As a rule, Public Forum at regular session voting Board meetings is open to any topic related
9 to education, except for personnel matters which are handled according to Board Policy B-171.
10
11 Individuals or groups seeking to address the Board during Public Forum should register by contacting the
12 Board of Education office via telephone (865-594-1623) or e-mail (board.office@knoxschools.org) no
13 later than 4:00 p.m. on the day prior to the scheduled meeting or by registering in person prior to the start
14 of the meeting. Information required for registration will include name, contact information, county of
15 residence, and topic. Groups seeking to address the Board may be asked to select one or more delegates
16 to speak on their behalf unless determined otherwise by the Board. Those registered to speak will be
17 called upon in the order that they are received.
18
19 At voting meetings, speakers will be granted time to speak when their topic of interest is addressed on
20 the agenda, otherwise, Public Forum speakers will be recognized as indicated on the meeting agenda. The
21 Chair may also recognize individuals who have not arranged to speak beforehand if the Chair determines
22 that such is in the public interest. A majority vote of members present can overrule the decision of the
23 Chair.
24
25 Recognition of individuals who are not Knox County residents is to be determined by a majority vote of
26 the Board.
27
28 The Board requests Public Forum speakers address remarks to the entire Board and not individual
29 members. Each person speaking shall state his or her name and county of residence and have up to three
30 (3) minutes to make remarks unless time is extended by a majority vote of the Board. Members of the
31 Board and the Director of Schools may have the privilege of asking questions of any person who addresses
32 the Board.
33
34 The Board respects and appreciates the good intentions that bring citizens to speak at Public Forum. The
35 Board asks that speakers show their respect for the Board, the staff and other citizens by speaking in a
36 manner that is civil and courteous. The Chair or Vice Chair shall have the authority to terminate the
37 remarks of any individual whose remarks are frivolous, repetitive, and/or harassing or who does not
38 adhere to Public Forum rules.
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40 Individuals seeking additional information about Public Forum or any item on a meeting agenda shall
41 direct inquiries to the office of the Board of Education or the Director of Schools.
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Legal References:

1. T.C.A. § 8-44-112.
2. T.C.A. § 8-44-101 (in general).

Approved as to Legal Form
By the Knox County Law Director 3/18/2024
/Gary T. Dupler/Deputy Law Director

<u>Section B:</u> School Board Operations	Knox County Board of Education Policy		
	Media Relations	Descriptor Code:	Issued:
		B-190	7/95
	Descriptor Term:	Reviewed:	Revised:
	10/24	1/23	

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The school system has a responsibility to provide information to the public, including members of the media, as appropriate. A copy of the agenda and agenda materials shall be posted on the district website at the time it is provided to Board members. Additionally, all reports approved by the Board shall be made available to the media.

The Board Chair and/or the Director of Schools will be available after each meeting to answer questions and to clarify points of discussion and action. The Board Chair shall be the official spokesperson for the Board, except as this duty is delegated to others

The release of official news from the system is the overall responsibility of the Director of Schools and shall be coordinated in a manner prescribed by the Director of Schools.

When individual Board members or the Director of Schools express their views on any issue which is in opposition to a view expressed in Board policy, they have the duty to make clear that the view expressed is not the official view of the Board or school system.

Approved as to Legal Form
By Knox County Law Director 1/11/2024
/Gary T. Dupler/Deputy Law Director

<u>Section B:</u> School Board Operations	Knox County Board of Education Policy		
	Descriptor Term: Policy Development and Adoption	Descriptor Code:	Issued:
		B-200	7/95
		Reviewed:	Revised:
10/24	8/24		

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Policies are principles adopted by the Board of Education to serve as guidelines and goals for the successful and efficient functioning of Knox County Schools. The policies of the Knox County Board of Education are framed, and meant to be interpreted, in terms of Tennessee laws, rules and regulations of the State Board of Education, and all other regulatory agencies within the county, state and federal levels of government.

Either the Administration or a Board member may propose policies or policy amendments for the purpose of passing, revising, or deleting policies to respond to changing conditions. All proposed policies or policy amendments shall first be brought to the Director of Schools or the Director of Schools' designee for addition to the policy review meeting process, unless a Board member or the Administration finds it necessary to request Board consideration of changes outside of the review process in the best interest of the district or due to time constraints. Following the review process or at the request of a Board member or the Administration, proposed policies or policy amendments shall be submitted to the Board for consideration as part of the agenda. Policies and substantive policy amendments shall be considered through two readings at separate Board meetings. Upon first reading, the Administration or Board member proposing the policy or policy amendment shall address the Board and introduce the proposal. Upon second reading, the Board may take final action on the proposal. Adoption shall require an affirmative vote by a majority of the members of the Board.

Policies and policy amendments adopted by the Board shall be made a part of the minutes and shall be placed in the policy manual which will be posted on the Knox County Schools website. Policies and policy amendments shall be effective immediately upon adoption unless a specific effective date is provided, and shall supersede any previous Board action on the subject.

POLICY MAINTENANCE

The Director of Schools shall be responsible for drafting policy proposals, maintaining the Board Policy Manual and serving as liaison between the Board and the Tennessee School Boards Association. Policies are revised as need arises. They are made official as a result of the vote of the Board and may be amended or discarded by vote of the Board. At least biennially, the Board shall review its policy manual for the purpose of passing, revising or deleting policies mandated by changing conditions.¹

Policies shall be accessible to all employees of the school system, members of the Board, and citizens of the community.¹

SUSPENSION OF POLICIES

Any Board policy or part thereof may be suspended by a majority vote of the total membership of the Board.

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ADMINISTRATION IN POLICY ABSENCE

In cases where the Board has provided no guidelines for administrative action, the Director of Schools shall have the power to act, but report to the Board at its next meeting.

Legal Reference:

1. T.C.A. § 49-2-207.

Approved as to Legal Form
By Knox County Law Director 7/1/2024
/Gary T. Dupler/Deputy Law Director

<u>Section B:</u> School Board Operations	Knox County Board of Education Policy		
	Descriptor Term: School Board Records	Descriptor Code:	Issued:
		B-210	7/95
		Reviewed:	Revised:
	10/24	10/17	

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

The names of persons inspecting records and the date of inspection shall be recorded.

No records pertaining to individual students will be released for inspection by the public or any unauthorized persons except for those records considered to be directory information.

The Director of Schools shall retain and dispose of school district records in accordance with the following guidelines:^{2,4}

1. The Director of Schools will determine if a particular record is of permanent or temporary value in accordance with regulations promulgated by County Public Records Commission and the Tennessee Institute for Public Services records manual;^{5,6}
2. Temporary value records which have been kept beyond the required time may be recommended to the Public Records Commission for destruction;^{7,8}
3. The records that the State Librarian and Archivist desire to preserve in their facilities will be transferred to the State Library and Archives. The temporary value records rejected by the State Library and Archives may be transferred to another institution or destroyed;^{7,8,9} and
4. Permanent records will be kept in some usable form. If the Director of Schools desires to destroy the original permanent record, these records must be reproduced by microfilming or some other permanent reproduction method. Permission to destroy any original digital permanent record after microfilming follows the same procedure noted above for temporary records.^{6,8}
5. The Director of Schools shall establish procedures to safeguard against the unlawful destruction or removal of records.⁸
6. Intentional misuse of Criminal History Record Information (CHRI) is not permitted and all allegations of same will be investigated. Use of CHRI for any purpose other than what is allowed by federal or state law is misuse. If misuse is discovered through an investigation, appropriate action will be taken. Additionally, misuse of CHRI shall be reported to the Tennessee Bureau of Investigation.

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Legal References:

1. T.C.A. § 49-2-301(f).
2. T.C.A. § 10-7-504.
3. T.C.A. § 10-7-506.
4. T.C.A. § 49-2-104.
5. T.C.A. § 10-7-401.
6. T.C.A. § 10-7-406.
7. T.C.A. § 10-7-404.
8. T.C.A. § 10-7-413.
9. T.C.A. § 10-7-414.

Approved as to Legal Form
By Knox County Law Director 1/11/2024
/Gary T. Dupler/Deputy Law Director

Section B: School Board Operations	Knox County Board of Education Policy			
	Code of Ethics	Descriptor Term:	Descriptor Code:	Issued:
			B-220	7/95
			Reviewed:	Revised:
	10/24	9/16		

DEFINITIONS

1. "School district" means Knox County School District, which was duly created by a public or private act of the General Assembly; and which includes all boards, committees, commissions, authorities, corporations or other instrumentalities appointed or created by the school district or an official of the school district.
2. "Officials and employees" means and includes any official, whether elected or appointed, officer, employee or agent, or any member of any board, agency, commission, authority or corporation (whether compensated or not), or any officer, employee or agent thereof, of the school district.
3. "Personal interest" means, for the purpose of disclosure of personal interests in accordance with this Code of Ethics, a financial interest of the official or employee, or a financial interest of the official's or employee's spouse or child living in the same household, in the matter to be voted upon, regulated, supervised, or otherwise acted upon in an official capacity.

DISCLOSURE OF PERSONAL INTEREST IN VOTING MATTERS

An official or employee with the responsibility to vote on a measure shall disclose during the meeting at which the vote takes place, before the vote and to be included in the minutes, any personal interest that affects or that would lead a reasonable person to infer that it affects the official's or employee's vote on the measure. In addition, the official or employee may, to the extent allowed by law, recuse himself or herself from voting on the measure.

DISCLOSURE OF PERSONAL INTEREST IN NON-VOTING MATTERS

An official or employee who must exercise discretion relative to any matter other than casting a vote and who has a personal interest in the matter that affects or that would lead a reasonable person to infer that it affects the exercise of the discretion shall file a conflict of interest disclosure statement, before the exercise of the discretion when possible, the interest and this disclosure shall be properly filed and maintained by the Director of Schools. All supervisory personnel shall annually file a conflict of interest disclosure statement with the Director of Schools. In addition, the official or employee may, to the extent allowed by law, recuse himself or herself from the exercise of discretion in the matter.

CONFLICT OF INTEREST

The Director of Schools, members of the Board of Education, administrative, supervisory, or teaching personnel or other school officer shall have no financial interest, directly or indirectly, in supplying books, maps, school furniture, or apparatus or other compensated services for the schools or to act as agent for any author, publisher, bookseller, or dealer in school furniture or apparatus.¹

1. School employees may not purchase for sale to students any goods or equipment or render any service to the school system on a commission basis;
2. Employees who have patented or copyrighted any device, publication, or other item shall not receive royalties for use of such item in the school system;
3. Employees shall not engage in any type of work where the source of information concerning a customer, client, or employer originates from information obtained through the school system;
4. The Board shall make no purchase of supplies, materials, or equipment from a school system employee, and²
5. Employees shall not sell instructional supplies, equipment and reference books in a territory that includes the parents of the children of the school in which the employee is assigned.
6. Employees shall be permitted to hold employment outside the school system so long as such activities do not (a) occur during the school day, or (b) interfere with regularly scheduled or appropriately assigned duties for the school system, or (c) reflect unfavorably on the school system.

The Director of Schools shall not take any other contract under the Board, to perform any other service for additional compensation, to act as principal or teacher in any school, or to become the owner of a school warrant other than that allowed for his service as Director of Schools or as secretary to the Board.³

ACCEPTANCE OF GIFTS AND OTHER THINGS OF VALUE

An official or employee, or an official's or employee's spouse or child living in the same household, may not accept, directly or indirectly, any gift, money, gratuity, or other consideration or favor of any kind from anyone other than the school district that a reasonable person would understand was intended to influence the vote, official action or judgment of the official or employee in executing decision-making authority affecting the school district.

It shall not be considered a violation of this policy for an official or employee to receive:

1. Entertainment, food, refreshments, meals, health screenings, amenities, foodstuffs, or beverages that are provided in connection with a conference sponsored by an established or recognized statewide professional association or by an umbrella or affiliate organization of such statewide association.
2. Gifts from a member of an employee's or official's immediate family or from an individual if the gift is given for a nonbusiness purpose and is motivated by a close personal friendship and not by the position of the employee of public official.
3. Food and refreshments of nominal value when they are part of the elected official or employee's participation in a charitable, civic, political or community event, which bears a relationship to the official or employee's office and the official or employee is attending in an official capacity;
4. Food, refreshments, foodstuffs, entertainment and beverages provided as part of a meal or other event if the value of such items does not exceed thirty-five dollars (\$35) per occasion,

1 with a limit of two (2) meals per day. Entrance fees, admission fees, or tickets shall be
 2 valued on the face value of the ticket or fee, or on a daily or per event basis, whichever is
 3 greater.

4 **MISUSE OF PUBLIC POSITION**

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 6 No public officer or county employee shall corruptly use or attempt to use his or her official position or
 7 any property or resource which may be within his or her trust, or perform his or her official duties, to
 8 secure a special privilege, benefit or exemption for himself, herself or others.
 9

10 **USE OF GOVERNMENT PROPERTY**

11
 12 No public official or employee shall make use of the facilities, equipment, personnel, or supplies of the
 13 county or its agencies for private use or gain except to the extent that the use is incidental or minimal or is
 14 lawfully available to the general public.
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16 **ETHICS COMPLAINTS**

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 18 The school district may create a School District Ethics Committee (the "Ethics Committee") consisting of
 19 three members who will be appointed to one-year terms by the Chair of the Board of Education with
 20 confirmation by the Board of Education. At least two members of the committee shall be members of the
 21 Board of Education. The Ethics Committee shall convene as soon as practicable after its appointment and
 22 elect a chair and a secretary. The records of the Ethics Committee shall be maintained by the secretary and
 23 shall be filed in the office of the director of schools, where they shall be open to public inspection.
 24

25
 26 Questions and complaints regarding violations of this Code of Ethics or of any violation of state law
 27 governing ethical conduct should be directed to the Chair of the Ethics Committee. Complaints shall be in
 28 writing and signed under oath by the person making the complaint, and shall set forth in reasonable detail
 29 the facts upon which the complaint is based.

30
 31 The School District Ethics Committee may investigate any credible complaint against an official or
 32 employee charging any violation of this Code of Ethics, or may undertake an investigation on its own
 33 initiative when it acquires information indicating a possible violation, and make recommendations for
 34 action to end or seek retribution for any activity that, in the Committee's judgment, constitutes a violation
 35 of this Code of Ethics. If a member of the Committee is the subject of a complaint, such member shall
 36 recuse himself or herself from all proceedings involving such complaint.

37
 38 The Committee may:

- 39 1. refer the matter to the Board Attorney for a legal opinion and/or recommendations for action;
- 40 2. in the case of an official, refer the matter to the school board body for possible public censure if
 41 the board body finds such action warranted;
- 42 3. in the case of an employee, refer the matter to the official responsible for supervision of the
 43 employee for possible disciplinary action if the official finds discipline warranted;
- 44 4. in a case involving possible violation of state statutes, refer the matter to the district attorney for
 45 possible ouster or criminal prosecution.
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1 5. Dismiss a complaint based on the record if it is found to have no merit.
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3 The interpretation that a reasonable person in the circumstances would apply shall be used in interpreting
4 and enforcing this Code of Ethics. When a violation of this Code of Ethics also constitutes a violation of a
5 personnel policy or a civil service policy, the violation shall be dealt with as a violation of the personnel
6 or civil service provisions rather than as a violation of this Code of Ethics.
7

8 Any complaint brought pursuant to this policy must be filed with the Ethics Committee within one year of
9 the allegation.
10

11 **EXCEPTIONS TO POLICY**

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13 The Director of Schools or the Director's designated representative may make exceptions to this policy
14 when it is determined to be in the best interest of the school system and provided that:

- 15 1. the exception does not violate any statutory or regulatory constraints under which the school
16 system must operate;
 - 17 2. the request for exception is made in writing and approved prior to taking the action(s) in question;
 - 18 3. the exception is granted in writing and for a specific instance or occurrence.
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21 Nothing in this policy should be considered to prohibit a teacher or employee from accepting a gift made
22 in the aggregate from a student group, parent group, or community group or organization in recognition of
23 services rendered to the group, organization or the community in general. However, such gifts should be
24 modest and should not be presented in such a manner as to influence an action or to constitute payment
25 for services rendered.
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40 Legal References:

- 41 1. T.C.A. § 49-6-2003.
 - 42 2. § 9.08 Knox County Charter Provisions .
 - 43 3. T.C.A. § 49-2-301(c).
- 44

45 Approved as to Legal Form
46 By Knox County Law Director 1/11/2024
47 /Gary T. Dupler/Deputy Law Director
48
49

Section B: School Board Operations	Knox County Board of Education Policy		
	Descriptor Term: Civility Code	Descriptor Code: B-230	Issued: 4/11
		Reviewed: 10/24	Revised: 10/24

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2 **PHILOSOPHY OF PERSONAL CONDUCT**

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

9
10 It is not the intent of the Board to deprive any person of his or her right to freedom of expression. Public
11 Forum is addressed separately in Board Policy B-180 “Public Forum.”²

12
13 **EXPECTATIONS**

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

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

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28 **RESPONSE TO UNCIVIL BEHAVIOR**

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

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

Legal Reference:

- 1. T.C.A. § 49-6-1014.
- 2. T.C.A. § 49-6-4003.

Cross Reference:

- Knox County Board of Education Policy B-180 Public Forum.

Approved as to Legal Form
By Knox County Law Director 8/16/2024
/Gary T. Dupler/Deputy Law Director

<u>Section B:</u> School Board Operations	Knox County Board of Education Policy		
	School Board Legislative Involvement	Descriptor Term:	Descriptor Code:
		Descriptor Code:	Issued:
	Reviewed:	Revised:	
	10/24	7/95	1/23

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The Board will work for the passage of new laws designed to advance the cause of improving education and for the repeal or modification of existing laws and the defeat of proposed laws that impede this cause.

To accomplish this:

1. The Board shall stay informed of pending legislation and actively communicate its concerns and make its position known to the elected representatives at both the state and national level;
2. The Board shall work with other school boards in the state, local citizen groups, and other local officials to acquaint them with the board's legislative priorities and seek their support;
3. The Chair shall appoint a Legislative Representative when other committee appointments are made.¹ An appointee shall not assume the Representative position until the Board approves the appointment;
4. The Board shall work with the Director of Schools and the Legislative Representative, TSBA, and other concerned groups in developing an annual legislative program; and
5. The Board shall include in its budget appropriate resources, including travel expenses, necessary for its Legislative Representative and other Board members to accomplish its desired legislative goals.

DUTIES OF THE LEGISLATIVE REPRESENTATIVE¹

- Ensuring that advocacy is a year-round effort for the Board;
- Being the point person between the Board and TSBA regarding legislative affairs;
- Providing updates to the Board during the legislative session;
- Overseeing the drafting of resolutions to submit to TSBA;
- Attending TSBA meetings (eg: Fall District meetings, Legislative and Legal Institute, Summer Law Institute, etc.);
- Attending TSBA meetings with other boards' Legislative Representatives;
- Communicating with legislators; and
- Encouraging Board participation in the Delegate Assembly to help shape TSBA's message.

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Note:

1. 2022 TSBA Webinar “Overview of the Role of Legislative Representative.”

Approved as to Legal Form
By Knox County Law Director 11/11/2024
/Gary T. Dupler/Deputy Law Director