

<b>Students</b>	<b>Knox County Board of Education</b>			
	<b>Student Goals and Objectives</b>	Descriptor Term:	Descriptor Code:	
			<b>J-100</b>	Issued:
				<b>7/95</b>
	Reviewed:	Revised:		
	<b>10/23</b>	<b>6/08</b>		

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In order to establish an environment conducive to learning for each student, the Board establishes the following goals:

1. To assure all students the same educational opportunities regardless of race, color, creed, religion, ethnic origin, sex or disabilities;<sup>1</sup>
2. To protect and observe the legal rights of students;
3. To enhance the self-image of all students by helping them feel respected and worthy through a learning environment which provides positive encouragement from frequent success;
4. To provide an environment of reality in which students can learn personal and civic responsibility for their actions through meaningful experiences as school citizens;
5. To deal with students in matters of discipline in a fair and constructive manner;
6. To provide for the safety, health and welfare of students; and
7. To promote faithful attendance and good work.

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Legal Reference:

1. Public Law 101-336; 42 U.S.C. §12101.

Section J:

# Knox County Board of Education

**Students**

Descriptor Term:

**Equal Educational  
Opportunities**

Descriptor Code:

**J-110**

Issued:

**7/95**

Reviewed:

**10/24**

Revised:

**12/24**

1  
2 In general, the Knox County Board of Education/Knox County Schools prohibits any form of  
3 discrimination or harassment, and promotes equal opportunities with regard to programs and activities  
4 regardless of race, color, creed, religion, national origin, sex, or disabilities.<sup>1-7</sup>  
5

6 The Board of Education fully supports the rights of all students to be free from discrimination as discussed  
7 herein, and will seek to investigate and, as applicable, remedy any such discrimination within the Knox  
8 County Schools.  
9

10 Students may submit complaints when they believe they have been discriminated against on any basis.  
11 Students may report anonymously, and anonymous reports will be investigated with the same level of  
12 urgency as all other reports.  
13

## 14 **COORDINATOR**

15  
16 The Director of Schools or the Director's designated representative (Coordinator, Ombudsman) shall be  
17 responsible for coordinating the system's efforts to comply with non-discrimination laws.  
18

19 The Ombudsman/person may be contacted in person at the Knox County Schools administrative offices  
20 at 400 W. Summit Hill Drive SW, Knoxville, Tennessee 37902 or by telephone at 865-594-1192.  
21 Inquiries concerning Title IX may be referred to the Title IX Coordinator or to the United States  
22 Department of Education's Office for Civil Rights. The Title IX Coordinator may be contacted in person  
23 at the Knox County Schools administrative offices at 400 W. Summit Hill Drive SW, Knoxville,  
24 Tennessee 37902 or by telephone at 865-594-1918. Please telephone the offices before appearing in  
25 person.  
26

## 27 **PROCEDURES**

28  
29 All complaints may be presented to a student's teacher, and/or the building level administrator (Principal),  
30 and/or directly to the Ombudsman/person. If satisfactory resolution of the problem cannot be reached  
31 after ample opportunity for consideration of the matter, the complainant may discuss the matter with the  
32 Director of Schools. After review of the case, the Director of Schools shall take such action as the  
33 Director deems appropriate and shall notify all parties concerned of the decision. The complainant may  
34 appeal the Director's decision to the Board. The Board will hear only complaints which have been carried  
35 through the proper procedure from the point of origin.  
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Legal References:

1. T.C.A. § 49-5-1003(b)(10).
2. 42 U.S.C. § 12101.
3. Title VI of the *Civil Rights Act of 1964*.
4. Title IX of the Education Amendments of 1972.
5. Title II of the Americans with Disabilities Act of 1990.
6. Section 504 of the *Rehabilitation Act of 1973*.
7. First Amendment to the United States Constitution.

Approved as to Legal Form  
 By the Knox County Law Director 12/4/2024  
 /Gary T. Dupler/Deputy Law Director

Section J:

# Knox County Board of Education

**Students**

Descriptor Term:

**Attendance**

Descriptor Code:

**J-120**

Issued:

**7/95**

Reviewed:

**10/23**

Revised:

**12/23**

1  
2 The Board recognizes that good attendance at school is basic to student learning. Attendance is a key  
3 factor in student achievement; therefore, students are expected to be present each day that school is in  
4 session. Parents have both a legal obligation and a moral responsibility to see that children are present  
5 every day that school is in session.

6  
7 The Director of Schools shall establish and maintain an attendance program designed to ensure all school-  
8 age children attend school and that alternative program options are available for students who do not meet  
9 minimum attendance requirements. This program shall be designed to address and adhere to all statutory  
10 and regulatory requirements established by the State of Tennessee. School administrators and faculties  
11 are expected to develop programs and practices to achieve or exceed student attendance goals established  
12 by the State Board of Education. For these reasons, the Knox County Board of Education has adopted  
13 the following policy regarding student absences.

14  
15 The attendance supervisor/designee shall oversee the entire attendance program which shall include the  
16 following:<sup>1</sup>

- 17  
18 1. Adhering to all accounting and reporting procedures and their dissemination;  
19  
20 2. Providing alternative program options for students who severely fail to meet minimum attendance  
21 requirements;  
22  
23 3. Ensuring that all school-age children attend school;  
24  
25 4. Providing documentation of enrollment status upon request for students applying for new or  
26 reinstatement of driver's permit or license; and  
27  
28 5. Notifying the Department of Safety whenever a student with a driver's permit or license  
29 withdraws from school.<sup>2</sup>  
30

31 Student attendance records shall be given the same level of confidentiality as other student records. Only  
32 authorized school officials with legitimate educational purposes may have access to student information  
33 without the consent of the student or parent(s)/legal guardians(s).<sup>3</sup>  
34

35 Absences shall be classified as either excused or unexcused as determined by the school leader or his/her  
36 designee. Excused absences shall include:<sup>4</sup>

- 37  
38 1. Personal illness;  
39  
40 2. Illness of immediate family member;  
41  
42 3. Death in the family;

- 1
- 2 4. Extreme weather conditions;
- 3
- 4 5. Religious observances;<sup>5</sup>
- 5
- 6 6. College visits;
- 7
- 8 7. Pregnancy;
- 9
- 10 8. School sponsored or school endorsed activities;<sup>6</sup>
- 11
- 12 9. If a student's parent and/or legal guardian is a member of the United States armed forces, including
- 13 a member of a state National Guard or Reserve component called to federal active duty, the student
- 14 shall be given:<sup>7</sup>
- 15
- 16 a) An excused absence for one (1) day when the member is deployed;
- 17 b) An excused absence for one (1) day when the service member returns from deployment;
- 18 c) Excused absences for up to ten (10) days for visitation when the member is granted rest and
- 19 recuperation leave and is stationed out of the country;
- 20 d) Excused absences for up to ten (10) days cumulatively within the school year for visitation
- 21 during the member's deployment cycle. The student shall provide documentation to the school
- 22 as proof of the service member's deployment; and
- 23 e) The opportunity to make up school work missed and shall not have their class grades adversely
- 24 affected for lack of class attendance or class participation due to the excused absence.
- 25
- 26 10. Summons, subpoena, or court order; or
- 27
- 28 11. Circumstances which in the judgment of the school leader create emergencies over which the
- 29 student has no control.
- 30

31 Any absence not complying with the above reasons for excused absences will be considered as unexcused.  
 32 Examples of unexcused absences are (a) family vacations taken during the school year and (b) Senior  
 33 Skip Day.

34  
 35 The principal or designee shall be responsible for ensuring that:<sup>8</sup>

- 36
- 37 1. Attendance is checked and reported daily for each class;
- 38
- 39 2. Daily absentee sheets contain sign-in/sign-out sheets and indicate students present or absent for
- 40 the majority of the day;
- 41
- 42 3. All student absences are verified;
- 43
- 44 4. Written excuses are submitted for absences and tardiness;
- 45
- 46 5. If necessary, verification is required from an official or other source to justify absences;
- 47
- 48 6. System-wide procedures for accounting and reporting are to be followed;
- 49
- 50

1 7. Out-of-school suspensions (OSS) are not reported as an unexcused absence and are not a  
2 chargeable offense for truancy in Juvenile Court; and  
3

4 8. Students in a homebound program are not marked absent from school. Attendance for homebound  
5 students is recorded by the homebound teacher.  
6

### 7 **GRADES K-12**

8  
9 Annually, the Director of Schools/designee will provide written notice to parent(s)/legal guardian(s) that  
10 attendance at school is required. Students shall be present at least fifty percent (50%) of the scheduled  
11 school day in order to be counted present. Students may attend part-time days, alternating days, or for a  
12 specific amount of time as indicated in their Individualized Education Plan or 504 Plan and shall be  
13 considered present for school attendance purposes.<sup>9</sup> If a student is required to participate in a remedial  
14 instruction program outside of the regular school day where there is no cost to the parent(s)/legal  
15 guardian(s) and the school system provides transportation, unexcused absences from these programs shall  
16 be reported in the same manner.<sup>10</sup>  
17

18 Excuses for absences must be made in writing to the principal or administrative designee by a parent  
19 and/or legal guardian and must be submitted within five (5) days of the student's return to school. All  
20 absences, and/or corrections to absences must be recorded within the respective 20-day attendance  
21 reporting period or no later than ten (10) days following the end of each 20-day attendance reporting  
22 period.  
23

### 24 **APPEAL PROCESS<sup>11</sup>**

25  
26 The parent(s)/legal guardian(s) of a student with excessive (more than five (5) unexcused absences) or  
27 those in danger of credit/promotion denial shall have the opportunity to appeal absences. Whenever  
28 possible attendance issues should be resolved at the school level. Parents/legal guardians who wish to  
29 appeal a student's excessive (more than five (5) absences), shall communicate their appeal to the school  
30 principal. At the appeal, the principal will provide the parent/legal guardian written notice of the  
31 unexcused absences and the parent/legal guardian will have the opportunity to be heard. The burden of  
32 proof rests on the student or the parent/legal guardian. The parent will receive written notification of any  
33 action taken regarding the excessive unexcused absences.  
34

35 The appeal shall be heard no later than ten (10) school days after the request for appeal is received.  
36

37 Within five (5) school days of the Director of Schools/designee rendering a decision, the student's  
38 parent(s)/legal guardian(s) may request a hearing by the Board, and the Board shall review the record.  
39 Following the review, the Board may affirm or overturn the decision of the Director of Schools/designee.  
40 The action of the Board shall be final.  
41

42 The Director of Schools/designee shall ensure that this policy is posted in each school building and  
43 disseminated to all students, parents, teachers, and administrative staff.  
44

### 45 **PROGRESSIVE TRUANCY PLAN<sup>12</sup>**

46  
47 Parents and/or legal guardians shall be notified each time a student has five (5) days (aggregate) of  
48 unexcused absences and that attendance at school is required. Additional notices shall be sent after each  
49 successive accumulation of five (5) unexcused absences.<sup>13</sup>  
50

1 If a parent and/or legal guardian does not provide documentation within five (5) days of the student's  
 2 return to school excusing those absences, or request an appeal hearing with the principal, then the Director  
 3 of Schools shall implement the progressive truancy plan described below prior to referral to juvenile  
 4 court.

5  
 6 Progressive truancy plans must meet the following requirements:

- 7  
 8 1) Tier one of the progressive truancy plan must include schoolwide, prevention-oriented supports;  
 9  
 10 2) Tier two must be implemented upon a student's accumulation of five (5) unexcused absences, as  
 11 specified in the LEA's progressive truancy plan, and must include, at a minimum:  
 12  
 13 a. A conference with the student and the parent, legal guardian, or other person having  
 14 control of the student;  
 15  
 16 b. A resulting attendance contract to be signed by the student, the parent, legal guardian, or  
 17 other person having control of the student, and an attendance designee. The contract must  
 18 include:  
 19  
 20 1. A specific description of the school's attendance expectations for the student;  
 21 2. The period for which the contract is in effect; and  
 22 3. Penalties for additional absences and alleged school offenses, including  
 23 additional disciplinary action and potential referral to juvenile court;  
 24  
 25 c. Regularly scheduled follow-up meetings, which may be with the student and the parent,  
 26 legal guardian, or other person having control of the student to discuss the student's  
 27 progress;  
 28  
 29 d. An individualized assessment by a school employee of the reasons a student has been  
 30 absent from school; and  
 31  
 32 e. If necessary, referral of the child to counseling, community-based services, or other in-  
 33 school or out-of-school services aimed at addressing the student's attendance problems;  
 34 and  
 35  
 36 3) Tier three must be implemented if the truancy interventions under tier two are unsuccessful. Tier  
 37 three may consist of one (1) or more of the following:  
 38  
 39 a. School-based community services;  
 40  
 41 b. Participation in a school-based restorative justice program;  
 42  
 43 c. Referral to a school-based teen court; or  
 44  
 45 d. Saturday or after-school courses designed to improve attendance and behavior.  
 46

47 **PROMOTING SCHOOL ATTENDANCE**

48  
 49 Faculties shall encourage student attendance and completion of classroom assignments according to the  
 50 following guidelines:

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1. **Assuring quality classroom experience.** Maximum effort shall be made in all classroom settings to provide a quality learning experience for each individual and to ensure that each day's class time is important.
2. **Emphasizing regular attendance.** Teachers shall inform students that time on task is essential to learning, that instruction loses context with lapse of time, and that, if students are absent from class, work that has to be made up outside of the regular classroom environment does not provide the same opportunity for learning as the regular class time.
3. **Making-up assignments.** If a student must be absent from school for any reason, excused or unexcused up to ten (10) days, upon returning to school, he/she shall be given the opportunity to make up any and all assignments that were missed during the student's absence. The student must request make-up assignments within **three (3) days** after returning. Teachers shall set a reasonable time for the completion of the work. Failure of a student to initiate a request for make-up work within three (3) days will result in lost opportunity for credit for that assignment.

Students who are suspended or expelled from school for more than ten (10) days shall be offered placement in the Alternative School Program for the duration of the suspension or expulsion, unless the student is considered to be a danger to the school community.

Students who refuse Alternative School placement, or are dismissed from the Alternative School Program early for any reason, or have been considered a danger to the school community shall not be given the opportunity to request make-up assignments.

Students who are denied the opportunity to receive make-up assignments may appeal to the School Attendance Review Committee, then to the Director of Schools and Board. The Director of Schools will establish an administrative procedure to govern this appeal process.

### 30 **PRE-KINDERGARTEN**

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In order to be counted present on any and all accounting attendance records, students in grade Pre-K shall attend school for a time period of at least 50% of their scheduled day. Students who attend less than 50% of their scheduled school day shall be recorded and reported as absent on any and all attendance records.

### 36 **STATE-MANDATED ASSESSMENT**

Students who have an excused absence the day of scheduled End of Course (EOC) exams will be allowed to take a make-up exam. Excused students will receive an incomplete in the course until they have taken the EOC exam.

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

### 45 **CREDIT/PROMOTION DENIAL**

Credit/promotion denial determinations may include student attendance; however, student attendance may not be the sole criterion.<sup>14</sup> If attendance is a factor prior to credit/promotion denial, the following shall occur:



1 1. The student and the parent(s)/legal guardian(s) shall be advised if the student is in danger of  
2 credit/promotion denial due to excessive absenteeism.

3  
4 2. Procedures in due processes are available to the student when credit or promotion is denied.  
5

6 **DRIVER’S LICENSE REVOCATION<sup>15</sup>**

7  
8 More than ten (10) consecutive or fifteen (15) reported unexcused absences by a student during any  
9 semester renders a student ineligible to retain a driver’s permit or license or to obtain such if of age.  
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11 In order to qualify for reclaiming a driver’s permit or license, the student must be enrolled in school,  
12 maintain attendance requirements and cooperate with the Tennessee Department of Safety.  
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**Legal References:**

- 32
- 33 1. TRR/MS 0520-01-03-.08(1)(a); T.C.A. § 49-1-3006.
- 34 2. T.C.A. § 49-6-3017(c).
- 35 3. T.C.A. § 10-7-504; 20 U.S.C. § 1232g.
- 36 4. TRR/MS 0520-01-02-.17(1)(c).
- 37 5. TRR/MS 0520-01-03-.03(15); T.C.A. § 49-6-2904(b)(5).
- 38 6. T.C.A. § 49-6-3019.
- 39 7. T.C.A. § 49-6-3007; T.C.A. § 49-6-3009.
- 40 8. TN Department of Education, Student Membership and Attendance Procedures Manual (2017).
- 41 9. TN Department of Education, Student Membership and Attendance Procedures Manual (2017); T.C.A. § 49-6-3007, T.C.A. § 49-6-3009.
- 42 10. TN Department of Education, Student Membership and Attendance Procedures Manual (2017).
- 43 11. TRR/MS 0520-01-02-.17.
- 44 12. T.C.A. § 49-6-3201.
- 45 13. T.C.A. § 49-6-3007.
- 46 14. T.C.A. § 49-2-203(b)(7).
- 47 15. T.C.A. § 49-6-3017(c).

48 Approved as to Legal Form  
49 By Knox County Law Department 10/31/2023  
*/Gary T. Dupler/Deputy Law Director*

<u>Section J:</u>  <b>Students</b>	<b>Knox County Board of Education</b>			
	<b>Compulsory Attendance Ages</b>	Descriptor Term:	Descriptor Code:	
			<b>J-122</b>	Issued:
				<b>7/95</b>
	Reviewed:	Revised:		
	<b>10/23</b>	<b>12/23</b>		

1  
2 Children between the ages of six (6) and seventeen (17) years, both inclusive, must attend a public or  
3 non-public school.<sup>1</sup> Under certain circumstances the Board may temporarily excuse students from  
4 complying with the provisions of the compulsory attendance law.<sup>2</sup> Pregnancy shall not constitute a reason  
5 to be exempted from compulsory school attendance.  
6

7 Any child residing within the state, six (6) years of age on or before August 15 of the current school year,  
8 who makes application for admission shall be enrolled in the school designated by the Board.<sup>1</sup>  
9

10 A child entering kindergarten shall be no less than five (5) years of age on or before August 15 of the  
11 current school term.<sup>3</sup> No child shall be eligible to enter first grade without having attended an approved  
12 kindergarten program.  
13

14 Any transfer student applying for admission who was legally enrolled in an approved kindergarten in  
15 another state and who will be five (5) years of age no later than December 31 of the current school year,  
16 shall be enrolled.  
17

18 A child entering a special education program shall be no less than three (3) years of age.<sup>1</sup>  
19

20 The compulsory attendance law shall not apply to the following:<sup>1</sup>  
21

- 22 1. Children mentally or physically incapacitated to perform school duties, with the disability attested  
23 by a duly licensed physician in all cases;
- 24 2. Children who have completed high school and hold a high school diploma or other certificate of  
25 graduation;
- 26 3. Children enrolled and making satisfactory progress in a course of instruction leading to a high  
27 school equivalency diploma;
- 28 4. Children temporarily excused from attendance in school under rules and regulations promulgated  
29 by the State Board of Education, which rules and regulations shall not be in conflict with TCA §  
30 49-6-3001 or any other law governing child labor in this state;
- 31 5. Children participating in a program of hospital or homebound instruction administered or  
32 approved by the LEA;
- 33 6. Children six (6) years of age or under whose parent or legal guardian have filed a notice of intent  
34 to conduct a home school as provided by TCA § 49-6-3001 or who are conducting a home school  
35 as provided by TCA § 49-6-3050;
- 36 7. Children enrolled in a home school who have reached seventeen (17) years of age; and  
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8. Children who have attained their seventeenth (17<sup>th</sup>) birthday and whose continued compulsory attendance, in the opinion of the Board of Education in charge of the school to which the children belong and are enrolled, results in detriment to good order and discipline and to the instruction of other students and is not substantial benefit to the children.

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Legal References:

- 1. T.C.A. § 49-6-3001.
- 2. T.C.A. § 49-6-3005.
- 3. T.C.A. § 49-6-3001; TCA/MS § 0520-1-3-.01 (B)(10)(a).

Approved as to Legal Form  
By Knox County Law Director 10/6/2023  
*/Gary T. Dupler/* Deputy Law Director

<u>Section:</u>  <b>Students</b>	<b>Knox County Board of Education Policy</b>		
	<b>Descriptor Term:</b>  <b>Summer School Attendance</b>	<b>Descriptor Code:</b> <b>J-123</b>	<b>Issued:</b> <b>4/23</b>
		<b>Reviewed:</b> <b>10/23</b>	<b>Revised:</b> <b>5/23</b>

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In accordance with T.C.A. § 49-6-3115, rising fourth-grade students who are required/eligible for learning loss bridge camp are required to maintain a 90% attendance rate for promotion.

However, as noted in Tennessee Department of Education guidance documents, the law does not prevent Local Education Agencies (LEA) and public charter schools from developing local board policies to provide opportunities for students to make up camp days missed if the days made up are properly documented.

Knox County students who are required/eligible to attend learning loss bridge camp in order to meet promotion criteria must maintain a 90% attendance rate. Students who miss more than 10% of summer learning loss bridge camp may make up a total of two (2) missed camp days in the following manner as determined by parents and school staff in order to reach a 90% attendance rate:

- Students may make up two (2) missed days by attending summer learning loss bridge camp make-up sessions when available and by providing parent excuses or doctor excuses for days absent. The make-up days will be full-day sessions that mirror the structure of the learning loss bridge camp and will take place on the two (2) days immediately following the completion of the regularly scheduled camp.

Students missing more than three (3) days of learning loss bridge camps, will not be eligible to make up all of the required camp time and will be subject to retention due to the required attendance rate.

Students who miss more than three (3) days due to extenuating circumstances (i.e., health or accident related) and upon presentation of sufficient supporting documentation, will have their absences reviewed by the Executive Director of Learning and Literacy to determine if additional make-up opportunities are warranted.

Attendance, including make-up attendance, will be documented as part of the student record in the local student information system and will adhere to attendance documentation requirements provided by the Tennessee Department of Education.

Knox County Schools will inform parents of students required/eligible to attend the learning loss bridge camp of the district’s summer school attendance policy upon confirmation of camp enrollment via written or electronic notification. Additionally, parents of students required to attend the learning loss bridge camp will be required to certify their understanding of the attendance policy by signing a promotion plan agreement.

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Legal References:

- T.C.A. § 49-6-3115.
- Tennessee Department of Education Third Grade Promotion FAQs.

Approved as to Legal Form  
By Knox County Law Director 2/21/2023  
*/Gary T. Dupler/Deputy Law Director*

Section J:

# Knox County Board of Education

**Students**

Descriptor Term:

**Home Schools**

Descriptor Code:

**J-130**

Issued:

**7/95**

Reviewed:

**10/23**

Revised:

**12/23**

A parent wishing to conduct a home school<sup>1</sup> shall meet the following requirements<sup>2</sup>:

1. Provide annual notice to the Director of Schools prior to each school year of the parent-teacher's intent to conduct a home school by completing an Intent to Home School form and, for purpose of reporting only, submission to the Director of Schools of the names, number, ages and grade levels of children to be home schooled, the location of the school, the proposed curriculum to be offered, the proposed hours of instruction and the qualifications of the parent-teacher;
2. Maintain attendance records, subject to inspection of the local Director of Schools;
3. Submit attendance records to the Director of Schools at the end of the school year;
4. Provide instruction for at least four (4) hours per day for the same number of instructional days as are required by state law for public schools;
5. Possess a high school diploma or GED;
6. Cooperate in the administration to home school students of appropriate tests by the Commissioner of Education, his designee or by a professional testing service;
7. Take action according to state law if home school student falls behind appropriate grade level;
8. Submit proof to the Director of Schools that other health services and examinations as required by law have been received by the home school student; and
9. In the event of illness or inadequacy of the home school parent-teacher to teach a specific subject, employ a tutor having the same qualifications as required of parent-teacher.

If one or more of these requirements are not met, the Board authorizes the Director of Schools to take formal action to bring the child into compliance with the Compulsory Attendance Law (until the child has reached age 18),<sup>3</sup> either in the home school or in a public, private or church-related school.

Public school facilities shall not be available for home school instruction.

The Director of Schools, through the Attendance Supervisor, shall have the attendance records of the home school inspected at the end of each school year in order to provide assistance in implementing the Compulsory Attendance Law.<sup>4</sup>

If a home school student falls more than one (1) year behind his or her appropriate grade level in his or her comprehensive test score for two (2) consecutive tests, and if a certified teacher who would have taught the child at his or her grade level determines through appropriate means that the student is not

1 learning disabled, the Director of Schools may require the parents to enroll the child in a public, non-  
2 public or church-related school.<sup>5</sup>

3  
4 A home school student shall be required to be enrolled in a Knox County high school a minimum of two  
5 semesters to be eligible for graduation and to receive a Knox County high school diploma.

6  
7 Home school students transferring to a Knox County high school shall be tested for placement, and if  
8 appropriate, awarding of Carnegie units of credit. The Board of Education requires the tests used for  
9 students transferring from other (public) school systems or private schools to be administered to students  
10 transferring to the Knox County system from church-related schools and/or home school arrangements.<sup>6</sup>

11  
12 Knox County Schools recognizes and respects the parents' right to homeschool; however, parent request  
13 for part-time access to Knox County Schools will be denied. Full-time attendance will be required of all  
14 students enrolled in Knox County unless determined otherwise by an Individual Education Plan decision.

15  
16 **ELIGIBILITY OF HOME SCHOOLED STUDENTS FOR PUBLIC SCHOOL JUNIOR**  
17 **RESERVE OFFICER TRAINING CORPS (JROTC)**

18  
19 As participants in the Tennessee Junior Reserve Officer Training Corps (JROTC), the Knox County  
20 Schools shall honor the National Defense Authorization Act of 2020 with respect to home school  
21 students' participation in JROTC Programs within public schools. Request for home school students  
22 inclusion into JROTC Programs will be on a case-by-case basis at the participating secondary institution  
23 where the student would be zoned.<sup>7</sup>

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38 Legal References:

- 39 1. T.C.A. §49-6-3001(c).  
40 2. T.C.A. § 49-6-3050(b).  
41 3. TRR/MS § 0520-07-02-.01.  
42 4. T.C.A. § 49-6-3050(b)(2).  
43 5. T.C.A. § 49-6-3050(b)(6)(C).  
44 6. T.C.A. § 49-50-801 (e)(d).  
45 7. National Defense Authorization Act for Fiscal Year 2020, Pub. L. No 116-92. S. 1790, 116<sup>th</sup> Congress (2019).

46 Approved as to Legal Form  
47 By Knox County Law Director 10/31/2023  
48 /Gary T. Dupler/Deputy Law Director  
49

<b>Students</b>	<b>Knox County Board of Education</b>		
	<b>Students Experiencing Homelessness</b>	Descriptor Code:	Issued:
		<b>J-140</b>	<b>5/03</b>
	Reviewed:	Revised:	
<b>10/23</b>	<b>12/23</b>		

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To ensure that students experiencing homelessness, referred to as students in transition by ESSA, shall have equal access to the same free, appropriate public education as provided to other children and youth:<sup>1</sup>

Students in transition are individuals who lack a fixed, regular and adequate nighttime residence.<sup>2</sup> These students include:

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

**ENROLLMENT**

Students experiencing homelessness shall be immediately enrolled, even if the student is unable to produce records normally required for enrollment (i.e. academic records, immunization records, health records, proof of residency), or missed the district’s application or enrollment deadlines.<sup>3</sup> Parents/legal guardians are required to submit contact information to the district’s homeless coordinator.<sup>3</sup>

**PLACEMENT**

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

Placement shall be determined based on the student’s best interest.<sup>5</sup> At all times, a strong presumption that keeping the student in the school of origin is in the student’s best interest shall be maintained, unless doing so would be contrary to a request made by the student’s parent/legal guardian or the student in the case of an unaccompanied youth.<sup>6</sup> When determining placement, student-centered factors, including but not limited to impact of mobility on achievement, education, health, and safety shall be considered.<sup>6</sup> The choice regarding placement shall be made regardless of whether the student lives with their parents/legal guardians.<sup>7</sup>

If it is not in the student’s best interest to attend the school of origin, or the school requested by the parent/legal guardian or unaccompanied youth, the director or his/her designee shall provide a written explanation of the reasons for the determination, in a manner and form that is understandable to the



1 parent/legal guardian or unaccompanied youth.<sup>6</sup> The written explanation shall include a statement  
2 regarding the right to appeal the placement decision.<sup>6</sup> If the placement decision is appealed, the district  
3 shall refer the parent/legal guardian or unaccompanied student to the student support services supervisor,  
4 who shall carry out the dispute resolution process as expeditiously as possible and in accordance with the  
5 law.<sup>8</sup>

## 6 **RECORDS**

7  
8 Records ordinarily kept by the school shall be maintained for all students in transition. Information  
9 regarding a student in transition's living situation shall be treated as a student education record, and shall  
10 not be considered directory information.<sup>9</sup>

## 11 **SERVICES<sup>10</sup>**

12  
13 Each student is provided services comparable to those offered to other students within the district,  
14 including transportation, special education services, programs in career and technical education (CTE),  
15 programs for gifted and talented students, and school nutrition.

16  
17 A homeless liaison shall ensure this policy is implemented throughout the district. The homeless liaison  
18 shall ensure:

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

1. McKinney-Vento Education Assistance Improvements Act of 2001 Subtitle B §§ 721-725.
2. McKinney-Vento Act, as amended by ESSA (Pub. L 114-95), § 725.
3. McKinney-Vento Act, as amended by ESSA (Pub. L 114-95), § 722(g)(3)(C)(i), § 722(g)(3)(H).
4. McKinney-Vento Act, as amended by ESSA (Pub. L 114-95), § 722(g)(3)(I).
5. McKinney-Vento Act, as amended by ESSA (Pub. L 114-95), § 722(g)(3)(A).
6. McKinney-Vento Act, as amended by ESSA (Pub. L 114-95), § 722(g)(3)(B).
7. McKinney-Vento Act, as amended by ESSA (Pub. L 114-95), § 722(g)(3)(F).
8. McKinney-Vento Act, as amended by ESSA (Pub. L 114-95), § 722(g)(3)(E).
9. McKinney-Vento Act, as amended by ESSA (Pub. L 114-95), § 722(g)(3)(G).
10. McKinney-Vento Act, as amended by ESSA (Pub. L 114-95), § 722(g)(4)-(6).

Cross Reference:

- Knox County Board of Education Policy J-150 School Admissions.

Approved as to Legal Form  
 By Knox County Law Director 10/31/2023  
 /Gary T. Dupler/Deputy Law Director

Section J:

# Knox County Board of Education

**Students**

Descriptor Term:

**School Admissions**

Descriptor Code:

**J-150**

Issued:

**7/95**

Reviewed:

**9/24**

Revised:

**10/24**

Students entering school for the first time must present the following documentation:

1. Officially acceptable evidence of date of birth at the time of registration.<sup>1</sup>
2. Evidence of a current medical examination.<sup>2</sup> There shall be a complete medical examination of every student entering school for the first time. This applies to kindergarten, first grade, and other students for whom there is no health record.
3. Evidence of state-required immunization.<sup>3</sup>
4. Proof of residency in school zone (ex: utility bill, lease, or deed).
5. In the case of a child not living with both parents:
  - a. If the child lives with a divorced/legally separated/single parent, a copy of the court-ordered parenting plan; or
  - b. If the child lives with a custodian or legal guardian, a copy of the appropriate court order; or
  - c. If the child lives with an appointed caregiver, a properly executed power of attorney setting forth extreme hardship that renders the parent or legal guardian unable to care for the child; provided that the school administration shall have the authority to inquire into the validity of the hardship and the residence of the caregiver, and further provided that the Director of Schools or his/her designee, with the assistance of the Knox County Law Director's Office, shall have final authority to determine the validity of any power of attorney for school purposes.

Students in transition who lack a fixed, regular, and adequate nighttime residence should refer to Policy J-140 "Students Experiencing Homelessness" for enrollment information.

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

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

1 A student may enroll into the school system at any time during the year if his or her parent(s) or legal  
2 guardian(s) moves his or her residence into the school system.

3  
4 A person eighteen (18) years of age or older who applies for admission must have the application  
5 approved by the principal or Superintendent or his/her designee when:  
6

- 7
- 8 1. He or she fails to enroll within thirty (30) calendar days after school officially starts; or
- 9
- 10 2. He or she is entering Knox County Schools from out-of-state; or
- 11
- 12 3. He or she has dropped out of school and wants to re-enter.
- 13

14 **MISCONDUCT**

15  
16 The Director of Schools and his or her designees shall have discretion to deny admission to students who  
17 have been suspended or expelled from another school district(s).<sup>5</sup>  
18

19 Executive principals of each school, or their designee, are required to ask the parent, legal guardian, or  
20 legal custodian of a student in writing whether the student has been adjudicated delinquent for any of the  
21 offenses defined in T.C.A. § 49-6-3051(b) when any such student initially enrolls in the principal’s school  
22 (within 30 days of enrollment), initially enrolls in Knox County Schools, resumes attendance at Knox  
23 County Schools after suspension, expulsion, or adjudication of delinquency, or changes schools within  
24 Tennessee.  
25

26 Parents, legal guardians, or legal custodians of students who enter school who have been judged  
27 delinquent for an offense involving murder, rape, robbery, kidnapping, aggravated assault or reckless  
28 endangerment shall provide to the principal an abstract of record or other similar written information.  
29 This information shall be shared only with school employees who have responsibility for classroom  
30 instruction of the student. Such information is otherwise confidential and shall not be released to others  
31 except as required by law. The written notification shall not become a part of the student's record.<sup>6</sup>  
32  
33

34  
35 Legal References:

- 36 1. T.C.A. § 49-6-3008(b).
- 37 2. TRR/MS 0520-1-3--08(2)(a).
- 38 3. T.C.A. § 49-6-5001(c).
- 39 4. T.C.A. § 49-6-3001(c)(6); T.C.A. § 37-1-131(a)(2).
- 40 5. T.C.A. § 49-6-3401.
- 41 6. T.C.A. § 49-6-3051.

42 Cross References:

- 43 • Knox County Board of Education Policy J-140 Students Experiencing Homelessness.
- 44 • Knox County Board of Education Policy J-151 Student Assignment.

45  
46 Approved as to Legal Form  
47 By Knox County Law Director 8/16/2024  
48 /Gary T. Dupler/Deputy Law Director  
49

<b>Students</b>	<b>Knox County Board of Education</b>		
	<b>Student Assignment</b>	Descriptor Term:	Descriptor Code: Issued:
			<b>J-151</b> <b>7/95</b>
		Reviewed:	Revised:
	<b>10/23</b>	<b>12/23</b>	

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**TO SCHOOLS**

Students, including those in kindergarten, must attend the school to which they are assigned by virtue of their parent(s) or legal guardian(s) residence of record. Students must enroll in the school of appropriate grade in their zone unless a transfer has been approved. If students do not reside with both parents together, students are then zoned to attend the school based on their primary or residential parent’s legal address. If students have divorced and/or separated parents/legal guardians who have equal time with the students, and the parents/legal guardians are designated as joint primary residential parents, the parents may either agree to one residential parent’s address (by completing Form AD-123) or Knox County Schools will use the first submitted valid residential address.<sup>1,2</sup>

Knox County Schools requires proof of residence and a family or primary parent may use a residence address if that family or parent has a completed and signed non-contingent contract for the purchase of the residence. If this provision is used, the sufficiency of the documentation shall be at the discretion of the Director of Schools, or his or her designee, and the family or parent shall provide closing documents to confirm the sale of the property. Failure to provide closing documents shall disqualify the address from use for the family or parent and a return to the proper zoned school at the end of a semester or school year.

Parents or legal guardian(s) may elect to enroll their children in any school in the school system provided the student has received an approved transfer, and the parent provides transportation to and from that respective school and provided further, that such choice does not cause overcrowding in the chosen school.

**TO CLASSES**

The principal shall be responsible for assigning all students to classes.<sup>3</sup>

Students who enter the system from another school system are to be placed by the principal in the grade and/or level as indicated by records from the former school. If the student's placement is inappropriate in the grade or level assigned, he or she may be reassigned by the principal to another grade level. Parents shall be kept advised.

The principal shall separate an alleged perpetrator of child sexual abuse from an alleged victim if the abuse allegedly occurred while the child was under the supervision or care of the school. If available and appropriate, a child shall be reassigned if a request is made by the child’s parent or custodian and the perpetrator has been: (1) substantiated by the TN Department of Children’s Services; (2) adjudicated by a juvenile court to have committed the sex abuse; or (3) criminally charged.<sup>4</sup>

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Legal References:

1. T.C.A. § 49-6-3102 through 3103.
2. T.C.A. § 36-6-410 and 415.
3. T.C.A. § 49-6-3102.
4. PL 107-110, Part C, Section 1031 McKinney-Vento Homeless Education Act.

Approved as to Legal Form  
By Knox County Law Director 10/31/2023  
*/Gary T. Dupler/Deputy Law Director*

<u>Section J:</u>  <b>Students</b>	<b>Knox County Board of Education</b>		
	<b>Descriptor Term:</b>  <b>Student Transfers Within the System</b>	<b>Descriptor Code:</b> <b>J-152</b>	<b>Issued:</b> <b>7/95</b>
		<b>Reviewed:</b> <b>10/23</b>	<b>Revised:</b> <b>12/23</b>

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The Knox County Board of Education recognizes that there are situations in which a family may wish for their child to attend a school other than their zoned school. This policy sets forth the parameters through which parents and/or legal guardians may request student transfer.

**DEFINITIONS**

The term "zoned school" refers to the school located in the parent's or legal guardian's school zone of residence; all students are required to attend their zoned school unless they have received an approved transfer.

The term "receiving school" refers to the school to which a transfer has been granted.

An "out-of-zone student" is a student who attends a school that is not his or her zoned school.

The term "sibling" refers to a brother, sister, half-brother, half-sister, step-brother, step-sister, or foster child living in the same household.

The terms "parent" and "legal guardian" refer to the legally-recognized parent or legal guardian of a student.

**CONDITIONS FOR STUDENT TRANSFERS**

**Transportation.** Transportation of transferring students from zoned school to receiving school will not be provided by the Board of Education unless expressly stated in accordance with Administrative Procedure AP-J-152. Unless so stated, transportation shall be the responsibility of the parents, legal guardians or students.

**Required Approval.** No out-of-zone student may be enrolled without a transfer approved by the Director of Enrollment or the Director of Schools.

**Available Capacity.** All transfers are subject to limitations of available capacity. Determination of capacity will take into consideration physical space available, program offerings and the staffing level.

**Duration.** Approved general transfers are generally effective through the terminal grade level of the school to which the student is assigned. Students granted transfers will be expected to maintain an appropriate academic, disciplinary and attendance record at the receiving school. If a student does not meet these expectations, the principal of the receiving school may recommend that the transfer be revoked, and the student be returned to their zoned school. The Director of Schools or his/her designee shall review and approve or deny any principal's recommendation to revoke a student transfer. Students who are directed to return to their zoned school shall do so at the end of the school year, unless the

1 Director of Schools determines it is in the best interests of the student and/or the school system to do  
2 otherwise.

### 3 4 **WRONGFUL ENROLLMENT**

5  
6 Any out-of-zone student found to be enrolled in or attending a school other than their zoned school  
7 without an approved transfer shall be returned to the appropriate zoned school at the end of the semester  
8 in which the violation is discovered, unless the Director of Schools or his/her designee determines it is in  
9 the best interests of the student and/or the school system to do otherwise. If the wrongful transfer or  
10 enrollment is believed to have been a willful action on the part of a parent or legal guardian, the Director  
11 of Schools may pursue action under the provisions of the Tennessee Code Annotated.<sup>2</sup>

### 12 13 **TRANSFER APPLICATION AND PROCESS**

14  
15 The Director of Schools will establish a procedure (AP-J-152) that will provide A transparent and  
16 equitable opportunity for all families to apply for a transfer.

17  
18 **Applicants.** Only the student’s parents or legal guardians may apply for a transfer on behalf of a student.

19  
20 **Transfer Windows.** Transfer applications must be submitted during one of two annually established  
21 open transfer periods:

- 22  
23 • **Priority Transfer Window.** The Priority Transfer Window shall begin on the first business day of  
24 October and end on the Tuesday following President’s Day.
- 25  
26 • **Final Transfer Window.** The Final Transfer Window shall begin on the first business day of April  
27 and end on the first business day in June.

28  
29 **Reasons for Transfer.** Parents and/or legal guardians may apply for a student transfer for any number  
30 of reasons, including:

31  
32 **Academic Program of Study** – Parents or legal guardians may request a transfer on the basis of a  
33 specific program of study (JROTC, CTE, etc.) that is not comparably available at their zoned school.  
34 Academic programs of study consist of complete two-, three-, and four-year programs. Single class  
35 offerings do not apply, and students requesting a program of study transfer must illustrate a  
36 commitment to enrolling in the requested program of study for a minimum of two (2) years.

37  
38 **Child of a KCS Employee** – Children of teachers employed by Knox County Schools will be granted  
39 a transfer, based on the availability of appropriate programming, to the school where the teacher is  
40 employed after filing an appropriate transfer request during the open transfer window.<sup>1</sup> Knox County  
41 Schools will also make every effort to extend this benefit to all employees on a capacity-available  
42 basis. Employees of Knox County Schools who experience a change in employment status after the  
43 open transfer application windows have closed may apply for a Hardship Transfer. Any additional  
44 qualifications for a Specialty School Transfer must be met before an employee request for student  
45 transfer will be considered. Active, full-time employee status will be verified through the Knox  
46 County Payroll Office.

47  
48 **School Choice** – In accordance with Policy J-290, parents or legal guardians may request a School  
49 Choice transfer if their student attends a school that is deemed “persistently dangerous” according to  
50



1 criteria established by the Tennessee Board of Education or if their student has been the victim of a  
2 violent crime at their zoned school.

3  
4 **Sibling of a Currently Enrolled Student** – In accordance with Administrative Procedure AP-J-152,  
5 students with a sibling enrolled at a school other than their zoned school may request a transfer to the  
6 same school on a basis of their sibling’s enrollment.

7  
8 **Specialty School** – Specialty schools are non-zoned schools or schools that offer unique programs of  
9 study, such as L&N STEM Academy, Career Magnet Academy, KCS Virtual School, the Beaumont  
10 Magnet Academy Honors Program, and the West High School IB Programme. Transfers to these  
11 schools may require additional qualifications for approval, and may be entitled to transportation.

12  
13 Parents/legal guardians may also request s student transfer unrelated to any of the above-listed reasons if  
14 they feel it is in the best interest of their child. The Director of Schools shall maintain a procedure (AP-  
15 J-152) to address the various reasons for student transfers and any accompanying qualifications.

16  
17 **Randomizing Applications.** At the conclusion of each transfer window, applications shall be assigned  
18 an electronically-issued random number. Applications shall then be processed according to their  
19 randomly assigned number and the procedures set forth in AP-J-152.

20  
21 **Waitlist.** Should the number of transfer requests for a given school exceed that school’s programmatic  
22 or staffing capacity, applications shall be placed on a waitlist according to their randomly assigned  
23 number and the procedures set forth in Administrative Procedure AP-J-152. Applications shall remain on  
24 the waitlist until space becomes available at the requested school or until waitlists are closed on the Friday  
25 prior to the start of the school year. Students who have not received an approved transfer prior to the start  
26 of the school year shall report to their zoned school at the beginning of the new school year.

27  
28 **Administrative Placements.** The Director of Schools has the authority to administratively place a  
29 student for what the Director determines to be the well-being of the student or the best interests of the  
30 school system.

31  
32 **Hardship Transfers.** A hardship transfer may be requested at any time during the school year due to an  
33 emergency, a change in family or residential status, or other extraordinary circumstance requiring  
34 immediate consideration. Hardship Transfers must be submitted in accordance with the procedures set  
35 forth in Administrative Procedure AP-J-152 and shall be evaluated by the Enrollment Department in the  
36 order in which they are received.

37  
38 **Appeal.** The school system's decisions in the selection of receiving schools for students applying for  
39 magnet schools or courses not offered in their zoned schools are not appealable. Parents/legal guardians  
40 may appeal other transfer decisions to school officials in the following order:

- 41 1. Director of Enrollment
- 42 2. Summer Appeals Committee
- 43 3. Director of Schools
- 44 4. Knox County Board of Education

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Legal References:

1. T.C.A. § 49-6-3113 (b) (1).
2. T.C.A. § 39-16-504.

Approved as to Legal Form  
By Knox County Law Director 10/31/2023  
*/Gary T. Dupler/Deputy Law Director*

Section J:

**Students**

# Knox County Board of Education

Descriptor Term:

**Sibling Priority Admission**

Descriptor Code:

**J-153**

Issued:

**3/05**

Reviewed:

**10/23**

Revised:

**1/22**

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Qualified applicants applying to magnet schools and programs who have a sibling attending the magnet school and who will continue to attend that school the next year will be given priority admission, subject to the availability of space, to the magnet school and program. The applicant must apply within the regular transfer window in order to receive sibling priority for placement. For purposes of this rule, a sibling shall be defined as a brother, sister, half-brother, half-sister, stepbrother, stepsister, or foster child living in the same household.

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Legal References:

1. Applicants must meet all eligibility requirements for admission to the magnet program and compliance guidelines as specified by the Office of Civil Rights before being eligible for the Sibling Priority Admission policy.

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

<u>Section J:</u>  <b>Students</b>	<b>Knox County Board of Education Policy</b>		
	<b>Out-of-District Student Transfer to the Regional STEM Academy</b>	Descriptor Term:	Descriptor Code:
		Descriptor Code:	Issued:
	Reviewed:	Revised:	
	<b>10/23</b>	<b>12/23</b>	

1  
2 The Knox County Board of Education established a regional Science, Technology, Engineering and  
3 Mathematics (STEM) school, the L&N STEM Academy (hereinafter “the Academy”) in 2011. The  
4 Academy began as a high-quality, rigorous, stand-alone Knox County magnet school focused on the  
5 STEM disciplines and particularly on the use of technology as a learning tool. The Academy is not a  
6 comprehensive high school, and does not offer all educational services to all students. Rather, the  
7 Academy endeavors to provide opportunities not otherwise available to Knox County students and  
8 students from outside the district as provided for in this policy.  
9

10 The Academy is a regional school designed to provide students from the East Tennessee region access to  
11 courses that will prepare them for work or study following graduation and offer opportunities not  
12 otherwise available to students from small, rural districts due to funding constraints, staff limitations,  
13 scheduling constraints, and distance from higher education institutions. As such, the Academy has no  
14 defined zone and enrolls both students from within the district as well as a limited number of students  
15 from outside the district.  
16

17 The Academy shall accept Out-of-District student transfers pursuant to a procedure developed by the  
18 Director of Schools that will determine the number of students from outside Knox County to be admitted  
19 to the Academy for each school year not to exceed 10% of any entering class, and the allocation of the  
20 number of students that each nearby county (note: not individual districts) may send. Transfers will be  
21 granted based on L&N STEM Academy program capacity. The procedure will also provide for a lottery  
22 system to determine Out-of-District student transfers in the event that the Academy receives more  
23 applications for placement from Out-of-District than it has allotted seats. The decisions of the Knox  
24 County Schools shall be final. The admission of students will be limited by the ability of the Academy  
25 to provide appropriate educational services to the student. For purposes of determining whether the  
26 Academy is able to provide appropriate educational services to the student, students from outside Knox  
27 County will be evaluated on the same basis as students from within Knox County.  
28

29 When a transfer has been granted and accepted, it does not have to be renewed each subsequent year.  
30

31 The Academy principal may make a recommendation for a revocation of a transfer for any student not  
32 meeting the Code of Conduct in accordance with the Knox County School Board policies. However, the  
33 Director of Schools, with consultation from the Supervisor of Enrollment, is the only person who may  
34 revoke an approved transfer.  
35

36 Students accepted into the Academy from out of County will not be charged tuition, so long as state and  
37 local school funds shall also follow the student into Knox County pursuant to the provisions of State  
38 Law.<sup>2</sup> Knox County is authorized to enter into an agreement with a sending LEA whereby additional  
39 funds may be transferred from the sending LEA to Knox County for the purposes of educating the student,  
40 to the extent permitted by law.<sup>3</sup> Furthermore, nothing in this policy shall preclude Knox County from

1 entering into a Memorandum of Understanding or Agreement with a sending LEA regarding the  
2 admission of students from the sending LEA<sup>4</sup> apart from the provisions of this policy, though the  
3 admission of such students may be limited by the total number of students to be admitted from any county,  
4 as set out above.

5  
6 All Students attending the Academy shall be subject to all policies, procedures and practices of the Knox  
7 County Board of Education.

8  
9 Out-of-District students with an approved transfer will be afforded the same transportation opportunities  
10 within Knox County as county residents attending the Academy with pick-ups at the nearest Knox County  
11 high school or at existing pick-up points.

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Legal References:

- 42 1. Public Chapter 0882; July 1, 2016.  
43 2. Id.; T.C.A. § 49-6-3104(g).  
44 3. Id.  
45 4. Public Chapter 0882; T.C.A. § 49-6-3104(a).

46 Approved as to Legal Form  
47 By Knox County Law Director 10/6/2023  
48 /Gary T. Dupler/Deputy Law Director  
49

<b>Students</b>	<b>Section J:</b>		
	<b>Knox County Board of Education</b>		
	Descriptor Term:	Descriptor Code:	Issued:
	<b>Withdrawals</b>	<b>J-160</b>	<b>7/95</b>
	Reviewed:	Revised:	
	<b>10/23</b>	<b>6/08</b>	

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Students shall notify their teacher(s) and/or principal when it is known that they will be withdrawing from school.

If a student drops a class or withdraws from school during a grading period, each teacher will record on the withdrawal form, grade sheet, and permanent record the grade letter and/or numerical equivalent attained as of the date of withdrawal.

The principal or designee shall ensure that all information is completed on a student's record before a transcript is sent to another school.

Section J:

# Knox County Board of Education

Students

Descriptor Term:

**Release During School  
Hours**

Descriptor Code:

**J-170**

Issued:

**7/95**

Reviewed:

**10/23**

Revised:

**12/23**

1  
2 Students should be in school for the full day.<sup>1</sup> Release during school hours will be permitted only in  
3 exceptional cases which meet the standards outlined in this policy. Under no circumstances may a student  
4 leave school without the approval of the principal. Neither may the student leave in the company of any  
5 person other than a parent, legal guardian, school employee, or a person designated by the parent or legal  
6 guardian, except by written request of the parent or legal guardian.  
7

- 8
- 9 1. Hardship. Early dismissal may be granted only in highly selective cases of extreme family  
10 hardship, confirmed by the school social worker, recommended by the principal, and approved by  
11 the Superintendent. The student must satisfy all conditions listed in item (1) above and in addition  
12 must meet the following three conditions of hardship:  
13  
14 a) Family income which would qualify the student for free or reduced-priced lunch (whether or  
15 not application is made);  
16  
17 b) Satisfactory evidence that the student's income is necessary to prevent family destitution, that  
18 is, suffering from severe lack of food, clothing and shelter;  
19  
20 c) Satisfactory evidence that the student is unable to obtain adequate employment outside regular  
21 school hours.
  - 22 2. Work-Based Learning Programs.<sup>2</sup> Students approved for early release for co-operative  
23 employment programs as part of regular school courses shall leave school daily according to  
24 procedures established for those programs under work-based learning guidelines.  
25
  - 26 3. Private lessons should be scheduled outside of school hours. When such is impossible, and when  
27 the time of the lesson would not conflict with the student's regular school schedule, the principal  
28 may, upon written request from the parent, permit the student's release of a period not to exceed  
29 thirty minutes for instruction and fifteen minutes for travel.  
30

31 Legal References:

- 32
- 33 1. TRR/MS § 0520-1-3-.06(2)(d).
  - 34 2. TRR/MS § 0520-1-3-.03(9).

35 Cross Reference

- 36
- 37 • Knox County Board of Education Policy I-122 Course Credit Earned Outside the Base High School.

38 Approved as to Legal Form  
39 By Knox County Law Director 10/31/2023  
40 /Gary T. Dupler/Deputy Law Director  
41

<u>Section J:</u>  <b>Students</b>	<b>Knox County Board of Education</b>			
	<b>Rights and Responsibilities</b>	Descriptor Term:	Descriptor Code:	
			<b>J-180</b>	Issued:
				<b>7/95</b>
		Reviewed:	Revised:	
		<b>11/24</b>	<b>12/24</b>	

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The Board expects all school staff, students and parents to assume the responsibility for appropriate behaviors in the school.

Each student has the right to:

1. Have the opportunity for a free education in the most appropriate learning environment;
2. Be secure in his person, papers and effects against unreasonable searches and seizure;
3. Expect that the school will be a safe place;
4. Have an appropriate environment conducive to learning;
5. Not be discriminated against on any basis, including but not limited to all applicable federal and state laws regarding protected classes;<sup>1-7</sup>
6. Be fully informed of school rules and regulations.

Each student has the responsibility to:<sup>8</sup>

7. Know and adhere to reasonable rules and regulations established by the Board;
8. Respect the human dignity and worth of every other individual;
9. Refrain from libel, slanderous remarks, and obscenity in verbal and written expression;
10. Study and maintain the best possible level of academic achievement;
11. Be punctual and present in the regular school program;
12. Dress and groom in a manner that meets reasonable standards of health, cleanliness, modesty and safety;
13. Maintain and/or improve the school environment, preserve school and private property, and exercise care while using school facilities;
14. Refrain from behavior which would lead to physical or emotional harm or disrupts the educational process;
15. Respect the authority of school administrators, teachers and other authorized personnel in maintaining discipline in the school and at school-sponsored activities;
16. Obey the law and school rules as to the possession or the use of alcohol, illegal drugs and other unauthorized substances or materials; and
17. Possess on school grounds only those materials which are acceptable under the law and accept the consequences for any illicit materials found on their person or maintained in personal storage (ex: locker, vehicle, etc.).



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Legal References:

1. T.C.A. § 49-5-103(b)(10).
2. U.S.C. § 12101.
3. Title VI of the *Civil Rights Act of 1964*.
4. Title IX of the Education Amendments of 1972.
5. Title II of the Americans with Disabilities Act of 1990.
6. Section 504 of the *Rehabilitation Act of 1973*.
7. First Amendment to the United States Constitution.
8. T.C.A. § 49-6-2904.

Cross References:

- Knox County Board of Education Policy J-110 Equal Educational Opportunities.
- Knox County Board of Education Policy C-260 Sexual Harassment and Sex-Based Discrimination.

Approved as to Legal Form  
 By Knox County Law Director 12/4/2024  
 /Gary T. Dupler/Deputy Law Director

aSection J:

**Students**

# Knox County Board of Education

Descriptor Term:

**Procedural Due Process**

Descriptor Code:

**J-181**

Issued:

**7/95**

Reviewed:

**10/23**

Revised:

**12/23**

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Before school authorities administer disciplinary measures, reasonable inquiry shall be made to determine the truth of what happened.<sup>1</sup> The nature of this inquiry will vary in degree with the seriousness of the offense and the consequence attached thereto.<sup>2</sup>

For minor offenses where corrective measures are taken by the classroom teacher, no formal procedure is required; however, the teacher should make an inquiry into the incident to ensure that the offender is accurately identified, that he understands the nature of the offense, and that he knew the consequences of the offense for which he is accused.

In case of severe offenses where there is a possibility of suspension, the student shall be advised of the nature of his misconduct, questioned about it, and allowed to give an explanation (written statement).

If the principal determines that the offense is of such nature that the student's continued presence would be detrimental to the school or persons within the school, he may suspend for a specified period of time.<sup>3</sup>

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Legal References:

1. Ingraham v. Wright, 430 U.S. 651 (1977).
2. Goss v. Lopez, 410 U.S. 565, (1975).
3. T.C.A. § 49-6-3401.

Approved as to Legal Form  
By Knox County Law Director 10/6/2023  
*/Gary T. Dupler/Deputy Law Director*

<b>Students</b>	<b>Section J:</b>		
	<b>Knox County Board of Education</b>		
	Descriptor Term:	Descriptor Code:	Issued:
	<b>Code of Behavior and Discipline</b>	<b>J-190</b>	<b>7/95</b>
	Reviewed:	Revised:	
	<b>10/23</b>	<b>12/23</b>	

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The Director of Schools shall be responsible for the overall implementation and supervision of the Board’s policies of behavior and discipline and shall ensure that students at all schools are subject to a uniform and fair application of the policies.

The principal of each school shall be responsible for implementation and administration in his/her school and shall apply the policies uniformly and fairly to each student at the school without partiality and discrimination. Any school administrator or employee who, after a proper investigation, is found to have knowingly engaged in discrimination toward a student(s) on the basis of race, creed, color, national origin, religion or sex, will be subject to disciplinary action, including, but not limited to, termination of employment. A finding against an employee of knowing failure to report discrimination and/or otherwise act against discrimination, including, but not limited to the failure to discipline another employee with a finding of discrimination, will be subject to the same type of disciplinary action.<sup>1</sup>

The Board delegates to the Director of Schools the responsibility of developing more specific codes of behavior and discipline (school expectations) which are appropriate for each level of school, namely, elementary, middle, and high.<sup>1</sup> The development of school expectations shall involve principals and faculty members of the school and shall be consistent with the content of the Board’s policies.

School expectations shall contain the type of behavior expected from each student, the consequences of failure to obey such standards and the importance of the standards to the maintenance of a safe learning environment where orderly learning is possible and encouraged. Each code shall address the topics of 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, automated external defibrillator, or person of 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 such other subjects as the local school shall choose to include. All such expectations shall be uniform to the extent of maximum consideration for the safety and well-being of students and employees.<sup>2</sup>

A copy of the school expectations shall be posted at each school and school counselors and teachers shall be supplied copies for discussion with students. All schools shall reference Board Policy in their school expectations. All teachers, administrative staff and parents shall be provided access to copies of school expectations and code of conduct.

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Cross Reference:

- Knox County Board of Education Policies G-220 “Harassment of Employees” and G-221 “Employee Whistleblower Protection.”

Legal Reference:

- T.C.A. § 49-6-801 et. seq.

Approved as to Legal Form  
By Knox County Law Director 10/31/2023  
*/Gary T. Dupler/Deputy Law Director*

<b>Students</b>	<b>Knox County Board of Education</b>		
	<b>Descriptor Term:</b>  <b>Misbehaviors and Disciplinary Options</b>	Descriptor Code: <b>J-191</b>	Issued: <b>7/95</b>
		Reviewed: <b>1/25</b>	Revised: <b>3/25</b>

1 The behavior code addresses the language used by students, respect for all school employees, fighting,  
2 threats, bullying, harassment, weapons on school property or at school functions, damage to the property  
3 of person or others, misuse or destruction of school property, drug or alcohol abuse, the sale or distribution  
4 of drugs or alcohol, student conduct on school property, conduct in classes, and conduct on school buses.  
5 A teacher, principal, school employee or school bus driver may use reasonable force in compliance with  
6 Tennessee law when necessary under the circumstances to correct or restrain a student or prevent bodily  
7 harm or death to another person.<sup>1,2</sup>  
8

9 In accordance with state law,<sup>1</sup> a teacher, principal, or school employee may use a “physical holding  
10 restraint” or isolation for a special education student in an emergency situation, which means that the  
11 student’s behavior poses a threat to the physical safety of the student or others nearby. School personnel  
12 shall act in accordance with all applicable state and federal laws, including but not limited to Tennessee  
13 Code Annotated § 49-10-1303 to 1035.  
14

15 When students are disruptive or act inappropriately, school staff and principals are expected to respond  
16 logically, appropriately, and consistently to provide a safe orderly school environment for all students.  
17 The Knox County Schools Discipline Guidelines describe five levels of behavior, increasing in  
18 seriousness from a Level 1 Behavior to a Level 5 Behavior (see chart below). The KCS Student Support  
19 Guidelines will be utilized in addressing discipline consequences. The use of Restorative Practices shall  
20 be used to the greatest extent practicable in schools where the training has been completed.  
21

22 The KCS Discipline Guidelines also include levels of possible responses to inappropriate behavior  
23 (Response A through E). Each behavior is assigned to one or more of these levels of response. Principals  
24 and school staff should use the levels suggested for each behavior. If a behavior is assigned to two or  
25 more levels of response, the lowest level of intervention should generally be used first. Behaviors are  
26 defined in the KCS Behavior Definitions Table attached to this policy.  
27

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

- 30 ▪ the student’s age, health, disability, decision-making ability and prior discipline history;
- 31 ▪ the student’s willingness to repair the harm;
- 32 ▪ the seriousness of the act;
- 33 ▪ the potential to cause harm or the harm caused, including any injuries caused;
- 34 ▪ the extent of actual disruption to the learning environment; and
- 35 ▪ whether the act was intentional, knowing, or reckless.  
36

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

Administrators may consider an extended suspension (suspension over 45 days) when a student’s behavior or culmination of behaviors pose an on-going safety concern to the school, staff, and/or students. Administrators must notify a KCS Regional Director prior to an extended suspension assignment.

Behaviors	Intervention Response	Suspension Out of School (under 10 days)	Extended Suspension Out of School (over 10 days)
<b>Level 1 Behaviors</b>	A	No	No
Dress Code Violation	A	No	No
Vehicle Violation	A	No	No
Tardy to School	A	No	No
Tardy to Class	A	No	No
Public Display of Affection (PDA)	A	No	No
<b>Level 2 Behaviors</b>			
Repeated violations of a pattern of Level 1, with evidence of implemented intervention (See mandatory interventions)	A,B	No	No
Class Cut	A,B	No	No
Profanity/Abusive Language in School	A,B	No	No
Unauthorized Area	A,B	No	No
Failure to Serve Detention	A,B	No	No
Inappropriate Physical Contact/Horseplay	A,B	No	No
<b>Level 3 Behaviors</b>			
Repeated violations of a pattern of Level 2 Behaviors, with evidence of implemented intervention (See mandatory interventions)	B,C,D	Yes	No
Cheating/Gambling	A,B,C	Yes	No
Obscene Material	A,B,C	Yes	No
Possession of Prescription or Non-Prescription Medication/CBD Oils	A,B,C	Yes	No
Trespassing on School Grounds	A,B,C	Yes	No
Falsify/Forgery of Records	A,B,C	Yes	No
Disruption of Class or School Environment	B,C	Yes	No
Non-Compliance with Staff Request	B,C	Yes	No
Profanity/Abusive Language to Staff	B,C	Yes	No
Theft of Property (Under \$1,000)	B,C	Yes	No
Bus Misconduct	B,C	Yes	No
Possession or Use of Tobacco Products (including electronic cigarettes/vaping devices and products/nicotine devices and products)	B,C	Yes	No
Leaving School Grounds without permission	B,C	Yes	No
Inappropriate Use of Electronic Device	B,C	Yes	No
Tamper-Fire Alarm	B,C,D	Yes	No
Possession or Use of Fireworks, Lighters, and other flammable items	B,C,D	Yes	No
Vandalism/Damage of Property	B,C,D	Yes	No

Behaviors	Intervention Response	Suspension Out of School (under 10 days)	Extended Suspension Out of School (over 10 days)
<b>Level 3 Behaviors (continued)</b>			
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
Possession, Use or Distribution of Vape Devices or Products (Non-THC)	C,D,E	Yes	Yes
<b>Level 4 Behaviors</b>			
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
<b>Level 5 Behaviors</b>			
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*
Threat of Mass Violence on School Property or at a School-Related Event or Function	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 the parent/legal guardian is notified.
- Teacher or designated staff has a restorative conversation with the 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 the opportunity to write a statement.
- Administrator communicates with parent/legal guardian and determines whether to involve additional school staff.
- Documentation of prior interventions is reviewed with the parent/legal 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, administrators 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 a student to the Whole Child Support Team as an intervention in Response B.

### Intervention Response C

- Student tells his/her side of the story and has the opportunity to write a statement.
- Administrator communicates with parent/legal guardian and determines whether to involve additional school staff.
- Documentation of prior interventions is reviewed with the parent/legal 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, administrators 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.
- A 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 a student to the Whole Child Support Team as an intervention in Response C.

### Intervention Response D

- Student tells his/her side of the story and has the opportunity to write a statement.
- Administrator communicates with parent/legal guardian and determines whether to involve additional school staff.
- Documentation of prior interventions is reviewed with the parent/legal 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, administrators may assign five (5) to ten (10) days of out of school suspension.
- A restorative conference is 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 the opportunity to write a statement.
- Administrator communicates with parent/legal guardian and determines whether to involve additional school staff.
- Documentation of prior interventions is reviewed with the parent/legal 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, administrators may assign eleven (11) to forty-five (45) days of out of school suspension.
- A restorative conference is 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 principal shall not impose successive short term suspensions that cumulatively exceed ten (10) days for the same offense;
3. 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;<sup>4,5</sup>
4. 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;
5. 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
6. Any student who is expelled may request modification pursuant to J-191 from the Director of Schools.<sup>4</sup>
7. If a student is determined, via a fair and thorough investigation made by the principal or the principal's appointed representative, to have acted in self-defense under a reasonable belief that the student, or another to whom the student was coming to the defense of, may have been facing the threat of imminent danger of death or serious bodily injury, which the student honestly believed to be real at that time, then, at the principal's recommendation, the student may not face any disciplinary action.<sup>4</sup>
8. A student who commits an assault, as defined in T.C.A. § 39-13-101, against an employee of Knox County Schools in the school where the student is enrolled, shall, in addition to the discipline assigned herein, be suspended from attendance at all school-sponsored events for no less than one (1) calendar year, unless modified by the Director of Schools.<sup>4</sup>

**OUTSIDE CONDUCT**

Knox County Schools has the ability to reassign or place a student at a particular KCS school, if the student has engaged in 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. Such an action is not discipline.<sup>4</sup>

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Legal References:

- 1. T.C.A. § 49-10-1303 through § 49-10-1305.
- 2. T.C.A. § 49-6-4107.
- 3. T.C.A. § 49-6-4106.
- 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 1/21/2025  
*/Gary T. Dupler/Deputy Law Director*

<b>KNOX COUNTY SCHOOLS BEHAVIOR DEFINITIONS</b>		
<b>Code</b>	<b>Behavior</b>	<b>Definition</b>
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.

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: <a href="http://codes.findlaw.com/tn/title-49-education/tn-code-sect-49-6-3401.html#sthash.PRRGW8uY.dpuf">http://codes.findlaw.com/tn/title-49-education/tn-code-sect-49-6-3401.html#sthash.PRRGW8uY.dpuf</a>
30	Fighting	Mutual participation in an incident involving physical violence.

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.

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"> <li>-A knife, razor blade, box cutter, or other similar instrument utilizing a razor blade</li> <li>-Ammunition, chains, nun-chucks, brass knuckles, or Billy clubs</li> <li>-An electric weapon or device, such as a Taser</li> <li>-Capsicum (Pepper spray)</li> <li>-Weapons similar to those listed above capable of causing serious bodily injury</li> <li>-Any weapons found on school grounds or at school functions will be confiscated and turned over to the appropriate authorities.</li> </ul>
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.

<b>Code</b>	<b>Behavior</b>	<b>Definition</b>
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.

<b>Code</b>	<b>Behavior</b>	<b>Definition</b>
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.



<b>Students</b>	<b>Section J:</b>		
	<b>Knox County Board of Education</b>		
	Descriptor Term:	Descriptor Code:	Issued:
	<b>Detention</b>	<b>J-192</b>	<b>7/95</b>
	Reviewed:	Revised:	
	<b>10/23</b>	<b>8/14</b>	

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Students may be detained before or after the school day as a means of disciplinary action.

The following guidelines shall be followed:

1. The student must be given at least one (1) day of written notice before detention;
2. Parents must be informed before detention takes place;
3. Students serving detention must be under the supervision of approved staff members;
4. Detention shall not exceed one (1) hour after the official closing of the school day but may be administered several days in succession;
5. Teachers must have the approval of the principal before detaining a student.

Section J:

# Knox County Board of Education Policy

**Students**

Descriptor Term:

**Student Suspension**

Descriptor Code:

**J-193**

Issued:

**7/95**

Reviewed:

**10/23**

Revised:

**12/23**

## REASONS FOR SUSPENSION

Any principal, assistant principal, or administrative assistant<sup>5</sup> may suspend any student from attendance at school or any school-related activity on or off campus (out-of-school suspension) or from attendance at a specific class or classes, or from riding a school bus, without suspending such student from attendance at school for good and sufficient reasons including, but not limited to:<sup>3</sup>

1. Vulgar or profane language;
2. Violence or threatened violence against the person of any personnel attending or assigned to any school;
3. Fighting;
4. Damaging/defacing school property;
5. Possession or use of alcoholic beverage at school sponsored activities;
6. Possession or use of alcoholic beverage on school property;
7. Possession or use of illegal substances or any derivative or residue thereof, any drug paraphernalia other than that medically prescribed; or barbitol or legend drugs;<sup>4,6,7</sup>
8. Theft, extortion, or gambling;
9. Possession or use of tobacco products;
10. Possession or use of a firearm (including but not limited to: any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; firearm silencer or muffler; incendiary; ammunition; or explosive device) on school property;<sup>1,4,5</sup>
11. Possession of a dangerous weapon (including but not limited to any dangerous instrument or substance which is capable of inflicting injury on any person);<sup>4</sup>
12. Assaulting an administrator or teacher with vulgar, obscene, or threatening language; or
13. Harassment, intimidation, hazing, bullying or cyber-bullying.

## PROCEDURES FOR OUT-OF-SCHOOL SUSPENSION<sup>1</sup>

1. Except in an emergency, no administrator shall suspend any student until that student has been advised of the nature of his misconduct, questioned about it, and allowed to give an explanation.<sup>1</sup>

- 1 2. Upon suspension of any student, the administrator shall make an immediate attempt to contact the  
2 parent and/or legal guardian to inform them of the suspension. The student shall not be sent home  
3 before the end of the school day unless the parent and/or legal guardian has been contacted.  
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- 5 3. If the initial hearing results in suspension of four (4) days or fewer, the decision of the  
6 administrator for a short-term suspension shall be final and is not appealable above the school  
7 level. However, the parent may request a review of the suspension record for procedural  
8 correctness.<sup>2</sup>  
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- 10 4. The administrator shall notify the parent and/or legal guardian and Director of Schools or designee  
11 in writing:
  - 12 a. Of the suspension and the cause for it; and
  - 13 b. A request for a meeting with the parent and/or legal guardian, student and administrator, to  
14 be held as soon as possible, but no later than five (5) days following the out-of-school  
15 suspension.  
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- 18 5. Immediately following the scheduled meeting, whether or not attended by the parent and/or legal  
19 guardian or student, the administrator shall determine the length of the suspension and set  
20 conditions for readmission. If the administrator determines the suspension is long term, the  
21 administrator shall develop and implement a plan, which includes Restorative Practices, to the  
22 extent practicable in schools where training has been completed, for correcting the behavior when  
23 the student returns to school.  
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- 25 6. If at the time of the suspension the administrator determines that an offense has been committed  
26 which, in the judgment of the administrator, would justify a suspension for more than five (5)  
27 days, he or she may suspend the student unconditionally for a specified period of time or upon  
28 such terms and conditions as are deemed reasonable.  
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- 30 7. The administrator shall immediately give written or oral notice to the parent and/or legal guardian  
31 and the student of the right to appeal the decision to suspend for more than five (5) days. All  
32 appeals must be filed, orally or in writing, within five (5) days after receipt of the notice and may  
33 be filed by the parent and/or legal guardian, the student or any person holding a teaching license  
34 who is employed by the school system if requested by the student.  
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- 36 8. The appeal from this decision shall be to a disciplinary hearing authority appointed by the Board.  
37 The hearing shall be held no later than ten (10) days after the beginning of the suspension. The  
38 notice of the time and place of this hearing shall be given in writing to the parent and/or legal  
39 guardian and student by the disciplinary hearing authority.  
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- 41 9. After the hearing, the disciplinary hearing authority may:
  - 42 a. Order removal of the suspension unconditionally;
  - 43 b. Order removal of the suspension upon such terms and conditions as it deems reasonable;
  - 44 c. Assign the student to an alternative program;<sup>10</sup>  
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  - 47 d. Assign the student to a night school;<sup>4</sup> or  
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e. Suspend the student for a specified period of time.

10. A written record of the proceedings, including a summary of the facts and the reasons supporting the decision, shall be made by the disciplinary hearing authority. The student or principal may within five (5) days of the decision request review by the Director of Schools.

11. After a review of the record, the Director of Schools may similarly take any action that is within the purview of the disciplinary hearing authority as stated in paragraph nine above. The student or principal may within five (5) days of the decision request review by the Board of Education.

12. After a review of the record, the Board may affirm the decision of the Director of Schools, modify the decision to a lesser penalty, or grant a hearing before the Board.

13. After the hearing, the Board may affirm the decision of the Director of Schools or modify the decision in any manner, including imposing a more severe penalty than that of the hearing. If the suspension occurs during the last ten (10) days of any term or semester, the student shall be permitted to take such final examinations or submit such required work as necessary to complete the course of instruction for that semester, subject to conditions prescribed by the administrator.

All students shall be allowed to complete all missed work within a specified time to be determined by the administrator at the time of readmittance.

**RESTORATIVE LEARNING CENTERS**

Restorative Learning Centers (RLC) are part of Knox County Schools Restorative Practices tiered continuum of behavioral interventions and supports offered to all students. Staff trained in Restorative Practices support students by providing an opportunity to reflect on the disciplinary incident(s) that led to their RLC assignment. With staff assistance, students work toward a better understanding of how their behavior has affected others and opportunities to repair and restore relationships that may have been harmed are discussed. Students assigned to the Restorative Learning Center will be supervised at all times and will also be provided with the classwork and materials needed to complete current coursework. Students shall be required to complete academic assignments and will receive appropriate credit for work completed.

**DISCIPLINE OF STUDENTS WITH DISABILITIES**

1. School personnel may order a removal to the extent that the removal would be applied to students without disabilities under IDEA or Section 504/ADA, the removal of a student with a disability from the student's current educational placement for not more than ten (10) consecutive school days for any violation of school rules and additional removals of not more than ten (10) consecutive school days in that same school year for separate incidents of misconduct (as long as those removals do not constitute a change in placement).

A change of placement occurs if:

- a. the removal is for more than ten (10) consecutive school days or
- b. the student is subjected to a series of removals that constitute a pattern of exclusion because they cumulate to more than ten (10) school days in a school year; and, because of such factors

such as the length of each removal, the total amount of time the student is removed and the proximity of the removals one to another.

Prior to removal that constitutes a change of placement, the student's IEP Team must meet and:

- a. conduct a functional behavioral assessment and develop a behavior support plan if appropriate and
  - b. decide whether the offense was a manifestation of the student's physical or mental disabilities under the appropriate acts.
2. If the IEP Team determines that the offense is a manifestation of the student's physical or mental impairment, the student may not be suspended or expelled, but instead, must be placed in a setting that more appropriately accommodates both the student's needs and the manifested offense(s). If the IEP Team determines that the offense is not a manifestation of the student's physical or mental impairment, the student is treated as if he was not an eligible child and may be suspended or expelled by the local Board of Education. Either determination is subject to due process procedures and, upon challenge, placement shall be frozen pending the outcome of any administrative or judicial proceeding. If a student is suspended or expelled by the local Board of Education, educational services, as determined by the IEP Team, must be provided during the suspension or expulsion period. In extraordinary cases, where an eligible student considered to be dangerous to himself or others must, in the system's opinion, be removed from school for more than ten (10) days, the system has the following options:
- a. reach an agreement with the parent(s) to change the student's placement, or
  - b. seek an injunction from the appropriate federal district court to permit the system to extend the suspension/expulsion period;
  - c. file an expedited due process request with the State Department of Education.
3. Students who are suspected by the system of being eligible are accorded the same due process rights as are eligible students.

Legal References:

- 1. T.C.A. § 49-6-3401.
- 2. Goss v. Lopez 419 U.S. 565 (Ohio, 1975).
- 3. T.C.A. § 49-6-501.
- 4. T.C.A. § 49-6-4201 - § 49-6-4203; T.C.A. § 39-17-1309.
- 5. 18 § U.S.C.A. 921.
- 6. Tennessee Drug Control Act of 1989 (T.C.A. § 39-17-401 through 432).
- 7. T.C.A. § 53-10-101.
- 8. T.C.A. § 49-6-3402.

Approved as to Legal Form  
By Knox County Law Department 10/16/2023  
/Gary T. Dupler/Deputy Law Director

<u>Section J:</u>  <b>Students</b>	<b>Knox County Board of Education Policy</b>			
	<b>Zero Tolerance Offenses</b>	Descriptor Term:	Descriptor Code:	Issued:
			<b>J-194</b>	<b>7/95</b>
		Reviewed:	Revised:	
	<b>10/23</b>	<b>12/23</b>		

In order to ensure a safe and secure learning environment free of drugs, violence and dangerous weapons, any student who engages in the following behaviors shall be removed from the assigned school for a period of not less than one (1) calendar year.<sup>1</sup> And shall be offered an alternative placement to complete school work. The Director of Schools has the authority to modify this suspension requirement on a case-by-case basis.

Zero tolerance acts are as follows:

1. Any student who while at a school bus stop, on a school bus, on school property or while attending any school event or activity:
  - (a) unlawfully possesses a legend drug or any other controlled substance;<sup>1</sup> or
  - (b) knowingly possesses a firearm as defined in 18 U.S.C. § 921;<sup>2</sup> or
  - (c) commits aggravated assault or, commits assault and intentionally, knowingly or recklessly causes bodily injury, on a teacher, principal, a School Security Officer (SSO), a teaching assistant or any other employee of the school system, or a School Resource Officer (SRO);<sup>1</sup> or
  - (d) threatens mass violence on school property or at a school-related activity pursuant to T.C.A. § 39-16-517;<sup>1</sup> or
  - (e) is in possession of an explosive or incendiary device.

**ALTERNATIVE SCHOOL PLACEMENT AND MODIFICATIONS**

It is the Board's intent that the Director of Schools exercise his or her power to modify suspensions to ensure that no student shall be out of school for more than two full semesters for a zero tolerance offense. Students who are removed from their assigned school for a zero tolerance offense prior to Fall Break during the first semester or prior to Spring Break during the second semester will be considered to have been out of school for a full semester. Students who are removed following each of these breaks will not be considered to have been out of school for a full semester. Upon re-entry to the assigned school, a restorative conference shall be utilized to the extent practicable.

The Director of Schools, or his/her designee, shall consider each zero tolerance case for placement in the alternative school program; however, placement in the alternative school program is not mandatory for zero tolerance cases in grades seven through twelve (7-12).<sup>3</sup>

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**DEFINITIONS**

The following definitions apply to section 1(a) above:

- “Legend drug” – any item that federal law prohibits dispensing without a prescription from a licensed doctor, dentist, optometrist or veterinarian.<sup>4</sup>
- “Controlled substance” – a drug, substance, or immediate precursor listed in the drug schedules established by the federal government and the State of Tennessee based upon levels of danger and addiction. Examples include, but are not limited to, marijuana, heroin, cocaine, methamphetamine, ecstasy, etc.<sup>5</sup>

The following definitions apply to section 1(c) above:

- “Aggravated assault” - a student causes death or serious bodily injury to another, uses a deadly weapon (firearm or using another device to cause serious bodily injury), or attempts strangulation.<sup>6</sup>
- “Recklessly” - a student consciously disregards a substantial and unjustifiable risk; more than a mistake/negligence.<sup>6</sup>

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Legal References:

1. T.C.A. § 49-6-3401(g).
2. 18 U.S.C. § 921.
3. T.C.A. § 49-6-3402.
4. T.C.A. § 53-10-101.
5. T.C.A. §§ 39-17-401 to 39-17-416.
6. T.C.A. § 39-11-106.

Approved as to Legal Form  
By Knox County Law Director 10/16/2023  
*/Gary T. Dupler/Deputy Law Director*

<b>Students</b>	<b>Section J:</b>		
	<b>Knox County Board of Education</b>		
	Descriptor Term:	Descriptor Code:	Issued:
	<b>Student Disciplinary Hearing Authority</b>	<b>J-195</b>	<b>7/95</b>
	Reviewed:	Revised:	
	<b>10/23</b>	<b>6/08</b>	

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The Board shall establish a Disciplinary Hearing Authority (DHA)<sup>1</sup> to conduct hearings for students who have been suspended for five (5) or more school days. The DHA shall consist of at least one (1) licensed employee of the Board of Education but no more than the number of members of the Board.

The notice of the time and place of the hearing shall be given in writing to the student/parent and principal by the Disciplinary Hearing Authority. The hearing must be held, a decision must be rendered, and notification of the decision must be provided to the parents and/or student and the principal no later than ten (10) days after the beginning of the suspension. Notification of the decision shall include a statement of the right of either party within five (5) days after receiving the decision to request a review by the Board.

The DHA may take the following disciplinary actions:

1. Order removal of the suspension unconditionally;
2. Order removal of the suspension upon such terms and conditions as it deems reasonable;
3. Assign the student to alternative program;
4. Assign the student to a night school; or
5. Suspend the student for a specified period of time.

If a review of the hearing is requested by either the student or principal, the Board shall review the record and shall:

1. Affirm the decision of the hearing authority; or
2. Modify the decision to a lesser penalty; or
3. Grant a hearing before the Board.

If the Board chooses to grant a hearing, it may:

1. Affirm the decision of the hearing authority; or
2. Modify the decision in any manner; or
3. Impose a more severe penalty than that of the hearing authority.

Legal Reference:

1. T.C.A. § 49-6-3401.



<u>Section J:</u>  <b>Students</b>	<b>Knox County Board of Education</b>			
	<b>Admission of Suspended or Expelled Students</b>	Descriptor Term:	Descriptor Code:	Issued:
			<b>J-196</b>	<b>7/95</b>
			Reviewed:	Revised:
	<b>12/23</b>	<b>1/24</b>		

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The Board may deny admission of any student who has been expelled or suspended from another school system even though the student changes his residence.

After a request for enrollment is made, the Director of Enrollment shall investigate the facts surrounding the suspension from the former school system and make a recommendation to the Director of Schools to bring to the Board to approve or deny the request.

If the action of the Board is to deny admission, the Director of Schools shall, on behalf of the Board of Education, notify the Commissioner of Education of the decision.

Any school system that accepts enrollment of a student from another school system may dismiss the student if it is determined subsequent to the enrollment that the student has been suspended or expelled from the former school system.<sup>1</sup>

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Legal Reference:

1. T.C.A. § 49-6-3401(f).

Approved as to Legal Form  
By Knox County Law Director 11/17/2023  
*/Gary T. Dupler/Deputy Law Director*

Section J:

# Knox County Board of Education Policy

**Students**

Descriptor Term:

**Student Interference with  
Classroom**

Descriptor Code:

**J-197**

Issued:

**9/21**

Reviewed:

**9/24**

Revised:

**10/24**

Absent a special needs situation, a teacher may submit a written request to the principal, or to an assistant principal, to remove a student who repeatedly or substantially interferes with the teacher's ability to communicate effectively with the class or with the ability of the student's classmates to learn, if the student's behavior is in violation of the student discipline Board Policies.

1. The written request must include documentation that the teacher has previously:
  - a) Taken action to address the student's disruptive behavior;
  - b) Provided consequences for the student's disruptive behavior;
  - c) Conducted an oral conference either by a documented telephone conversation or an in-person discussion with the student's parent or legal guardian regarding the student's disruptive behavior;
  - d) Provided an opportunity for school counseling or other support services deemed appropriate to address the student's disruptive behavior;
  - e) Developed and implemented a plan to improve the student's behavior in a conference with the student; and
  - f) Issued a disciplinary referral under T.C.A. § 49-6-2803 to address the student's disruptive behavior.
2. The principal or assistant principal must give the student oral or written notice of the grounds for the teacher's request to remove the student from the teacher's classroom and, if the student denies engaging in the conduct, then the principal or the assistant principal must explain what caused the teacher to submit a request to remove the student from the teacher's classroom, and give the student an opportunity to explain the situation. If the student's account is deemed to be valid, albeit different from the teacher's account, and changes the principal's, or the assistant principal's, perspective of the incident, then the principal or the assistant principal must render a decision regarding the student's placement.
3. Principals and assistant principals shall respect the professional judgment of a teacher' written request to remove a student from the teacher's classroom and shall take an action consistent with the student discipline Board Policies adopted pursuant to T.C.A § 49-6-4002 in response to the request, which may include:
  - a) Assigning the student to another appropriate classroom for a specified period of time, or for the remainder of the student's assignment to the class from which the student was removed;
  - b) Assigning the student to in-school suspension for a specified period of time, in compliance with T.C.A. § 49-6-3401;
  - c) If warranted under the Board Policies, assigning the student to an alternative school or to an alternative education program for a specified period of time;
  - d) Suspending the student pursuant to Board Policy and T.C.A. § 49-6-3401;

- e) Requiring the parents or legal guardians of a student who is removed from a teacher's classroom and assigned to another appropriate classroom to participate in conferences before the student is permitted to return to the classroom from which the student was removed; or
- f) Denying the teacher's request to remove a student from the teacher's classroom and offering appropriate supports for the teacher to address the student's disruptive behavior.

4. A teacher is able to file an appeal when said teacher's request to remove a student from the teacher's classroom is denied pursuant to this Policy and dissatisfied with the result.

- a) A teacher is to file an appeal with the Director of Schools, or the Student Disciplinary Hearing Authority, when the teacher's request to remove a student from the teacher's classroom is denied. Said appeal is to be in writing and sent via U.S. Mail or email within five (5) days of the receipt of the denial.
- b) All documentation and information used in the original written request to remove the student is to be provided to the Director of Schools or the Student Disciplinary Hearing Authority.
- c) The Director of Schools or the Student Disciplinary Hearing Authority shall review the available records and render a written decision on the appeal within fifteen (15) days of the receipt of the documentation and information used in the original request.

A teacher shall not be terminated, demoted, harassed, or otherwise retaliated against for filing a request for a student to be removed from the teacher's classroom, or for appealing a decision to deny the teacher's request to remove a student pursuant to this Policy.

If a teacher abuses or overuses the student removal process provided in this policy, then the principal or the assistant principal must address the abuse or overuse with the teacher and may require the teacher to complete additional professional development to improve the teacher's classroom management skills.

Any action taken in response to a teacher's request to remove a student from the teacher's classroom must comply, as applicable, with the Individuals with Disabilities Education Act,<sup>1</sup> Section 504 of the Rehabilitation Act,<sup>2</sup> the Constitution of the United States, the Constitution of the State of Tennessee, and all applicable federal and state civil rights laws.

Each school shall annually report to the Director of Schools by July 1, 2022, and by each July 1 thereafter, the number of requests submitted by the school's teachers during the immediately preceding school year to remove a student from the teacher's classroom. The report must document the actions taken by the teacher's principal, or the assistant principal, in response to each request for a student's removal. The Director of Schools must then compile the data provided in each school's report and issue a district-wide report to this Board by August 1 immediately following the July 1 deadline for school reports.

Legal References:

- 1. See 20 U.S.C. § 1400 et seq.
- 2. See 29 U.S.C. § 794.
- 3. T.C.A. § 49-6-2803.
- 4. T.C.A. § 49-6-2804.

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

<u>Section J:</u>  <b>Students</b>	<b>Knox County Board of Education</b>		
	Descriptor Term:	Descriptor Code:	Issued:
	<b>Interrogations and Searches</b>	<b>J-200</b>	<b>7/95</b>
		Reviewed:	Revised:
	<b>1/25</b>	<b>7/16</b>	

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**INTERROGATIONS BY SCHOOL PERSONNEL**

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

If a student is suspected or accused of any offense committed in a school during school hours or on school property at any time, the principal may interrogate the student, without the presence of parent(s) and without giving the student constitutional warnings.

If a student is a suspect or is accused of a crime not involving the operation of a school or if interrogation of a particular student is police instigated, a parent shall be notified and constitutional warnings shall be given to the student before interrogation begins.

**INTERROGATIONS BY POLICE**

If the principal has requested assistance by the police department to investigate a crime involving his or her school, the police shall have permission to interrogate a student suspect in school during school hours. The principal shall first attempt to notify the parent(s) of the student of the intended interrogation, but the interrogation may proceed if the parent is unavailable or unwilling to attend. The principal or his or her designee shall be present during the interrogation.

If criminal prosecution is contemplated by the police or the school principal, interrogation shall not commence unless a parent or legal guardian of the student is present. Prior to interrogation, the principal or his or her designee shall note that the police officer advises the student of the nature of the crime for which he is a suspect, that he has the right to remain silent, that anything he says may be used against him or her in criminal or juvenile court, that he has the right to have an attorney present, or a court-appointed attorney if the parents are indigent, and that a student or parent may stop the interrogation at any time.

If the police deem circumstances of sufficient urgency to interrogate students at school for unrelated crimes committed outside of school hours, the police department shall first contact the principal regarding the planned interrogation and inform him or her of the probable cause to investigate within the school. The police shall not commence interrogation until the approval of the principal is obtained and a parent or legal guardian of the student is present. The principal or his or her designee shall be present during the interrogation.

The use of police women or female staff members is desirable in the interrogation of female students.

## SEARCHES BY SCHOOL PERSONNEL

Any principal, or his or her designee, having reasonable suspicion for a search may search any student, place or thing on school property or in the actual or constructive possession of any student during any organized school activity off campus, including buses, if he receives information which would cause a reasonable belief that the search will lead to the discovery of:

1. Evidence of any violation of the law;
2. Evidence of any violation of school rules or regulations or proper standards of student or faculty conduct;
3. Any object or substance which, because of its presence, presents an immediate danger of harm or illness to any person.

All lockers or other storage areas provided for student use on school premises remain the property of the school system and are provided for the use of students subject to inspection, access for maintenance and search. Notice shall be posted in each school that lockers and other storage areas are school property and are subject to search.

Rooms for overnight stays during off-campus field trips are subject to search by school personnel on reasonable suspicion that a student has violated school board policy.

A student may be subject to physical search or a student's pocket, purse or other container may be required to be emptied because of the results of a locker search, or because of information received from a teacher, staff member or other student if such action is reasonable to the principal. All student searches must have at least two (2) adults present during a search. All of the following standards of reasonableness shall be met:

1. A particular student has violated policy;
2. The search could be expected to yield evidence of the violation of school policy or disclosure of a dangerous weapon or drug;
3. The search is in pursuit of legitimate interests of the school in maintaining order, discipline, safety, supervision and education of students; and
4. The primary purpose of the search is not to collect evidence for a criminal prosecution.

A principal or his or her designee, or both such persons, may search any vehicle parked or otherwise located on school property if there is reasonable suspicion to believe that the vehicle contains a dangerous weapon or drug or contains evidence of a violation of school rules or regulations which endangers or has endangered the health or safety of any member of the student body.<sup>1</sup>

The principal or his or her designee should notify the parent or legal guardian when a search has been conducted involving an individual student's person or possession(s). In the case of school-wide searches, a general notification will be disseminated to all parents/legal guardians of the applicable school.

**SEARCHES BY POLICE**

If public health or safety is involved, upon request of the principal who shall be present, police officers may make a general search of students' lockers and desks, or students' or nonstudents' automobiles for drugs, weapons or items of an illegal or prohibited nature.

If the principal has received reliable information which he believes to be true that evidence of a crime or of stolen goods, not involving school property of members of the school staff or student body, is located on school property and that any search for such evidence or goods would be unrelated to school discipline or to the health and safety of a student or the student body, he shall request police assistance; and procedures to obtain and execute a search warrant shall thereafter be followed. Anything found in the course of the search conducted in accordance with this policy which is evidence of a violation of the law or a violation of student conduct standards may be:

1. Seized and admitted as evidence in any hearing, trial, suspension or dismissal proceeding. It should be tagged for identification at the time it is seized and kept in a secure place by the principal or the principal's designee until it is presented at the hearing. At the discretion of the principal, the items seized may be returned to the parent or legal guardian of a student or, if it has no significant value, the item may be destroyed, but only with the express written permission of the Director of Schools.
2. Any seized item may be turned over to any law enforcement officer. Any dangerous weapon or drug as defined in TCA 49-6-4202 shall be turned over to an appropriate law enforcement official after completion of an administrative proceeding at which its presence is reasonably required.

Whenever the possibility of uncovering evidence of a criminal nature exists, the principal or his or her designee may request the assistance of a law enforcement officer to:

1. Search any area of the school premises, any student or any motor vehicle on the school premises;
2. Identify or dispose of anything found in the course of a search conducted in accordance with this policy.

The involvement of law enforcement officials is encouraged when there is reasonable cause to suspect that criminal evidence is about to be uncovered.

**ARREST OF A STUDENT AT SCHOOL**

The principal shall notify the parent or legal guardian as soon as possible after the student is placed under arrest while under the supervision of the school.

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Legal Reference:

1. T.C.A. § 49-6-4202 through T.C.A. § 49-6-4212.

Cross Reference:

- Knox County Board of Education Policy J-201 Random Searches for Dangerous Weapons, Drugs and Drug Paraphernalia.

Approved as to Legal Form  
By Knox County Law Director 5/9/2016  
*/Gary T. Dupler/Deputy Law Director*

Section J:

# Knox County Board of Education

**Students**

Descriptor Term:

**Random Searches for  
Dangerous Weapons, Drugs and  
Drug Paraphernalia**

Descriptor Code:

**J-201**

Issued:

**11/08**

Reviewed:

**12/23**

Revised:

**8/23**

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2 It is the goal of Knox County Schools to provide a safe learning environment free from dangerous  
3 weapons, drugs and drug paraphernalia.<sup>1</sup> The use of these items in our greater community is at a life or  
4 health threatening level and, therefore, random searches are necessary to protect the student body.<sup>2</sup>

5  
6 All vehicles, lockers other storage areas, containers, packages and their contents brought onto the school  
7 property by students or visitors are subject to search for weapons, drugs and drug paraphernalia.<sup>3</sup>

8  
9 Random searches will be conducted in a manner no more intrusive than necessary to achieve the goal of  
10 preventing drugs, drug paraphernalia, firearms, and other dangerous weapons in schools. Random  
11 personal searches of students may be conducted on school campuses by the use of walk-through metal  
12 detectors or hand held magnetometers.<sup>4</sup> Any provision in this policy shall not preclude the school district  
13 from conducting reasonable searches as approved in Policy J-200 where such a search is warranted to  
14 protect the safety of students and staff.

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16 Containers carried on campus by students, including, but not limited to, backpacks, book bags, handbags  
17 and musical instrument cases, are subject to search by certified explosives detection canine,  
18 weapons/metal detectors, x-ray machine or physical inspection by authorized school employees.

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20 Material held in contravention of Knox County Board of Education policy and other contraband  
21 discovered during the course of a random search as described above shall be confiscated and students in  
22 possession of such items will be subject to discipline.

23  
24 The Director of Schools shall develop administrative procedures so that random student searches are not  
25 targeted to any individual, group, class, race, gender, school, or geographical area unless there is a specific  
26 and reasonable suspicion that such a search is warranted to protect the safety of students. The Director of  
27 Schools shall personally approve all random searches of schools.

28  
29 Random search protocols may be conducted at athletic events or other Knox County Schools events at  
30 the discretion of the Director of Schools.

31  
32 As required by Tennessee law, firearms, other dangerous weapons and controlled substances as defined  
33 by Tennessee law<sup>5</sup> discovered in the course of a random search shall be reported to law enforcement.<sup>6</sup>

34  
35 Policy J-201 has been promulgated to address the Board's concern about the significant increase in the  
36 use of firearms in the commission of crimes as stated by local law enforcement in the greater community  
37 and the continuing discovery of dangerous weapons and controlled substances on Knox County Schools  
38 campuses.

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Legal References:

1. T.C.A. § 49-6-4203(a).
2. T.C.A. § 49-6-4203(e)(2).
3. T.C.A. § 49-6-4204(a).
4. T.C.A. § 49-6-4207.
5. T.C.A. § 39-17-401, et seq.
6. T.C.A. § 49-6-4209.

Cross Reference:

- Knox County Board of Education Policy J-200 Interrogation and Searches.

Approved as to Legal Form  
 By Knox County Law Director 7/25/2023  
 /Gary T. Dupler/Deputy Law Director

Section J:

**Students**

# Knox County Board of Education

Descriptor Term:

## Harassment of Students

Descriptor Code:

**J-210**

Issued:

**7/95**

Reviewed:

**10/24**

Revised:

**12/24**

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Knox County Schools does not discriminate in its programs nor does it tolerate harassment on any basis.<sup>2</sup> The Knox County Board of Education/Knox County Schools follows all applicable federal and state laws regarding protected classes.<sup>1-8</sup> Harassment of any student will not be tolerated.<sup>1-8</sup> Harassment is defined as conduct, advances, gestures or words of a nature which:

1. Unreasonably interfere with the student's work or educational opportunities;
2. Create an intimidating, hostile or offensive learning environment;
3. Imply that submission to such conduct is made an explicit or implicit term of receiving grades or credit;
4. Imply that submission to or rejection of such conduct will be used as a basis for determining the student's grades and/or participation in a student activity.

Victims of harassment shall report these conditions to the immediate supervisor of the offending person (or to the teacher or counselor), the building level administrator, the Director of Human Resources, or the Office of the Superintendent. The first person in the supervisory chain shall also report these conditions to Title IX, Title VI, 504 and ADA Coordinator. Confidentiality shall be maintained and no reprisals or retaliation shall occur as a result of good faith reporting of charges of harassment. Students may report anonymously, and anonymous reports will be investigated with the same level of urgency as all other reports.

In determining whether alleged conduct constitutes harassment, all of the circumstances, including the nature of the conduct and the context in which the alleged conduct occurred, shall be investigated. The Superintendent/designee shall be responsible for investigating all complaints of harassment that cannot be resolved at the building level. If satisfactory resolution of the complaint is not reached, the student may appeal the matter to the Superintendent, and ultimately, to the Board.

Any student or staff member found to have engaged in harassment shall be subject to disciplinary actions, including, but not limited to, verbal warning, suspension, expulsion, or termination, within requirements of state and federal law.

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Legal References:

1. T.C.A. § 49-6-4503.
2. T.C.A. § 49-5-1003(b)(10).
3. 42 U.S.C. § 12101.
4. Title VI of the *Civil Rights Act of 1964*.
5. Title IX of the Education Amendments of 1972.
6. Title II of the Americans with Disabilities Act of 1990.
7. Section 504 of the *Rehabilitation Act of 1973*.
8. First Amendment to the United States Constitution.

Cross References:

- Knox County Board of Education Policy J-110 Equal Educational Opportunities.
- Knox County Board of Education Policy C-260 Sexual Harassment and Sex-Based Discrimination.
- Knox County Board of Education Policy J-191 Misbehaviors and Disciplinary Options.
- Knox County Board of Education Policy G-220 Harassment of Employees.

Approve as to Legal Form  
 By Knox County Law Director 12/4/2024  
 /Gary T. Dupler/Deputy Law Director

<b>Students</b>	<b>Knox County Board of Education Policy</b>		
	<b>Harassment, Intimidation and Bullying or Cyber-Bullying</b>	Descriptor Code:	Issued:
		<b>J-211</b>	<b>6/05</b>
	Descriptor Term:	Reviewed:	Revised:
	<b>9/24</b>	<b>10/24</b>	

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**GENERAL**

Knox County Schools prohibits acts of harassment, intimidation, bullying and cyber-bullying.<sup>1, 3</sup> 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.

Other acts of violent behavior may include:

“Hazing,” which involves any intentional or reckless act, on or off LEA property, by one student acting alone or with others that is directed against any other student, that endanger the mental or physical health

1 or safety of that student or that induces or coerces a student to endanger that student's mental or physical  
2 health or safety. See T.C.A. § 49-2-120.<sup>2</sup>

3  
4 "Hazing" does not include customary athletic events or similar contests or competitions and is limited to  
5 those actions taken and situations created in connection with the initiation into or affiliation with any  
6 organization. When looking at the totality of the circumstances, harassment, bullying, cyber-bullying, or  
7 any other disruptive or violent behavior includes conduct such as gestures, written, verbal, graphic, or  
8 written acts, including electronically transmitted acts, toward a student which is based on any actual or  
9 perceived trait or characteristic of the student and creates an educational environment that meets one or  
10 more of the following conditions:

- 11
- 12 • Places the student in reasonable fear or harm to the student's person or property;
- 13 • Has substantially detrimental effect on the student's physical or mental health;
- 14 • Has the effect of substantially interfering with the students' academic performance; or
- 15 • Has the effect of substantially interfering with the student's ability to participate in or benefit from
- 16 the services, activities, or privileges provided by a school.
- 17

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

## 21 **PREVENTION AND TRAINING**

22  
23  
24 At the beginning of each school year, principals will provide this policy to parents and ensure that students  
25 are aware of the expectations for their behavior under this policy. This policy shall also be posted in the  
26 Board of Education policy page of the Knox County Schools website.

27  
28 To promote and foster intergroup awareness, appreciation and understanding by students and staff of the  
29 diverse ethnic, racial, and cultural groups represented in the school district, United States, and the world,  
30 the Knox County Schools shall:

- 31
- 32 1. Provide on-going professional development for staff to prevent harassment, intimidation and
- 33 bullying.
- 34
- 35 2. Implement practices to achieve safer and less violent schools for students, teachers and
- 36 administrators through Restorative Practices, Positive Behavior Intervention Support, and
- 37 professional development regarding implicit biases. Unless the schedule is modified, training is
- 38 expected to continue through 2019.
- 39
- 40 3. Endeavor to ensure that the curriculum does not promote stereotypical views of any group and
- 41 recognizes the accomplishments and contributions of all peoples.
- 42
- 43 4. Provide a comprehensive digital citizenship training program at all levels.
- 44

## 45 **REPORTING AND RESPONSE**

46  
47 Students who feel they are being harassed, bullied or intimidated may report this concern to any teacher  
48 or school administrator or the office of the Superintendent using any means of communication with which  
49  
50

1 they feel comfortable. Students may report anonymously, and anonymous reports will be treated with  
2 the same level of urgency as all other reports.

3  
4 All school employees are required to report alleged violations of this policy to the principal or the  
5 principal's designee for investigation and appropriate action. Submission of a written incident report to  
6 the principal is required by all district employees. Oral reports will also be considered official reports.  
7 Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis  
8 of an anonymous report. Once a report is received, the principal or his or her designee must initiate an  
9 investigation within forty-eight (48) hours for student well-being unless the need for additional time is  
10 appropriately documented. An appropriate intervention must be initiated within twenty (20) calendar  
11 days from the receipt of the report unless the need for more time is appropriately documented.<sup>2</sup> Parents  
12 of all students must be immediately informed if their student is involved in an act of harassment,  
13 intimidation, bullying or cyber-bullying. Restorative practices will be used to the extent practicable in  
14 those schools where training has been completed.

15  
16 A school employee, student or volunteer who possesses reliable information that a student has  
17 electronically transmitted a credible threat to cause bodily injury or death to another student or school  
18 employee shall report such information to the Principal or other school administrator. The Principal shall,  
19 in consultation with the appropriate district administrative personnel, make a determination regarding the  
20 disposition of the report with respect to appropriate investigations and disciplinary actions.<sup>4</sup>

21  
22 Bullying or cyber-bullying, which meets the definitions in (A)(i), (A)(ii), or (B) cited above, after  
23 investigation, must be reported to law enforcement for the purposes of a report and notice to the parent  
24 or legal guardian.<sup>7</sup>

25  
26 Failure to report reliable information about an electronically transmitted credible threat to a student or  
27 employee may result in disciplinary action for the student or employee withholding the information. If a  
28 volunteer fails to report such information, the volunteer may be restricted from volunteering at any further  
29 school related activities.

30  
31 A school employee, student or volunteer may not engage in reprisal or retaliation against a victim of,  
32 witness to, or person with reliable information about an act of harassment, intimidation, bullying or cyber-  
33 bullying.<sup>5</sup>

34  
35 No student shall be the subject of reprisal for any report of bullying, harassment and intimidation.  
36 Students found to have perpetrated acts of reprisal shall be subject to appropriate disciplinary action as  
37 described in Board Policy J-191.<sup>5, 6</sup>

38  
39 Consequences for a student found to have falsely accused another as a means of harassment, intimidation  
40 or bullying range from behavioral interventions up to and including suspension or expulsion, as permitted  
41 under Board Policy J-191.

42  
43 The following factors will be considered in determining the appropriate response to students who commit  
44 one or more acts of harassment, intimidation, bullying or cyber-bullying:

- 45  
46 1. The developmental level and maturity levels of the parties involved;
- 47  
48 2. The levels of harm as determined by the student's ability to be educated in a safe and orderly  
49 environment;

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- 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.

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Legal References:

- 1. If this concerns possible or alleged civil rights violations, please refer to Board Policy J-210. T.C.A. § 49-6-4501.
- 2. T.C.A. § 49-2-120.
- 3. T.C.A. § 49-6-4503.
- 4. T.C.A. § 49-6-4504.
- 5. T.C.A. § 49-6-4505(a).
- 6. T.C.A. § 49-6-4216(a)(2)(C) and § 49-6-4505(d).
- 7. T.C.A. § 39-17-308.

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

<u>Section J:</u>  <b>Students</b>	<b>Knox County Board of Education</b>		
	<b>Descriptor Term:</b>  <b>Student Conduct and Safe Relocation of Students</b>	<b>Descriptor Code:</b> <b>J-212</b>	<b>Issued:</b> <b>7/95</b>
		<b>Reviewed:</b> <b>12/23</b>	<b>Revised:</b> <b>2/24</b>

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**GENERAL**

The staff is authorized to take reasonable measures to establish appropriate school behavior. Any professional employee, certified and non-certified, shall have the authority to control the conduct of any student while under the supervision of the school system. This authority shall extend to all activities of the school, including all games and public performances of athletic teams and other school groups, trips, excursions and all other activities under school sponsorship and direction.

Such measures may include the use of reasonable or justifiable force to restrain, physically relocate or correct students and maintain order if a student is unwilling to cooperate.<sup>1</sup>

Each principal shall fully support the employees' authority under this policy and fully implement the policy and procedures of the system and disseminate this policy to students, faculty, staff and parents or legal guardians of students.

This policy shall be used consistent with policies regarding student discipline and comply with state and federal laws regarding the placement of students.

**STUDENT CONDUCT**

A student shall not use violence, force, noise, coercion, threat, intimidation, fear, passive resistance or any other conduct which causes the disruption, interference or obstruction of any school purpose while on school property, in school vehicles or buses, or at any school-sponsored activity, function or event, whether on or off campus. Neither shall he urge other students to engage in such conduct.

No student shall plan to haze, engage in hazing, or commit any act that injures, degrades, or disgraces others. This includes verbal abuse, inappropriate remarks or touching, and/or threats against others.

A student in violation may receive punishment ranging from verbal reprimand to suspension and/or expulsion dependent on the severity of the offense and the offender's prior record.

**SAFE RELOCATION OF STUDENTS**

Knox County Schools Employees, including but not limited to administrators, teachers, school support staff, bus drivers, cafeteria workers and school security officers, who are directly responsible for a student's education or who otherwise interact with students within the scope of their assigned duties may relocate a student from the student's present location to another location when such relocation is necessary for the student's safety or the safety of others.<sup>2</sup>

If steps beyond the use of reasonable or justifiable force are required, the student shall be allowed to remain in place until local law enforcement officers or school security officers can be summoned to



1 relocate the student or take the student into custody until such time as a parent or legal guardian can  
2 assume custody of the student.

3  
4 Teachers are authorized to intervene in a physical altercation between two (2) or more students, or  
5 between a student and LEA employees using reasonable or justifiable force upon a student, if necessary,  
6 to end the altercation by relocating the student to another location.<sup>2</sup>

7  
8 The Director of Schools will establish a procedure to record and maintain the details of each incident  
9 where a teacher or staff member relocates a student.

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Legal References:

- 1. T.C.A. § 39-11-603, 609-614, 621-622.
- 2. T.C.A. § 49-6-4107.

Approved as to Legal Form  
By Knox County Law Director 1/2/2024  
*/Gary T. Dupler/Deputy Law Director*

Section J:

# Knox County Board of Education

Students

Descriptor Term:

**Alcohol, Drug, and  
Tobacco Use**

Descriptor Code:

**J-220**

Issued:

**7/95**

Reviewed:

**12/23**

Revised:

**3/19**

1  
2 In order to protect the rights of students, to safeguard the learning environment, and to contribute to an  
3 alcohol, drug, and tobacco free environment, the Board's plan for addressing issues related to these  
4 substances shall include the following<sup>1</sup>:

- 5  
6 1. Appropriate ways for handling alcohol/drug-related medical emergencies;  
7  
8 2. Guidelines for reporting alcohol/drug incidents and illegal activities;  
9  
10 3. Guidelines for referral of students who may have an alcohol/drug problem and/or are considered  
11 "high risk" to agencies and other sources of appropriate help;  
12  
13 4. Effective working relationships with appropriate community agencies, such as alcohol/drug  
14 service providers, law enforcement agencies and judicial officials; and  
15  
16 5. Availability of information promoting a drug free environment to each school community.  
17  
18

19 In accordance with state guidelines, the Director of Schools shall be responsible for:

- 20  
21 1. Developing and implementing an appropriate curriculum on alcohol and drug education for  
22 students;  
23  
24 2. Providing adequate information and training for all staff personnel as appropriate to their  
25 responsibilities;  
26  
27 3. Implementing the relevant portions of the Drug-Free Youth Act<sup>2</sup>:  
28  
29 4. Developing administrative rules and guidelines for the school system to effectively respond to  
30 alcohol, drug, and tobacco use situations that may occur at school or school-sponsored events.  
31

32 Students shall not use, possess, or distribute illegal drugs or alcoholic beverages or any tobacco products  
33 or electronic cigarette/vaping devices or be under the influence of illegal drugs or alcoholic beverages in  
34 school buildings or on school grounds, in school vehicles or buses, or at any school-sponsored activity at  
35 any time, whether on or off school grounds.  
36

37 Students shall not market or distribute any substance which is represented to be or is substantially similar  
38 in color, shape, size or markings to a controlled substance in school buildings or on school grounds, in  
39 school vehicles or buses, or at any school-sponsored activity at any time, whether on or off school  
40 grounds.<sup>3</sup>  
41  
42

1 Upon information that a student is suspected of violating this policy, the principal of the school shall be  
 2 notified immediately. If it is determined that board policy has indeed been violated, the principal shall  
 3 notify the student’s parent or guardian and the appropriate law enforcement officials,<sup>4</sup> if appropriate, and  
 4 the student shall be subject to suspension.

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40 Legal References:

- 41 1. TRR/MS 0520-1-3-.08(2)(d).
- 42 2. T.C.A. § 55-10-701.
- 43 3. T.C.A. § 39-17-423.
- 44 4. T.C.A. § 49-6-4209.

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46 Approved as to Legal Form  
47 By Knox County Law Director 11/17/2023  
48 /Gary T. Dupler/Deputy Law Director  
49

<u>Section J:</u>  <b>Students</b>	<b>Knox County Board of Education</b>		
	Descriptor Term:	Descriptor Code:	Issued:
	<b>Student Alcohol and Drug Testing</b>	<b>J-221</b>	<b>7/95</b>
		Reviewed:	Revised:
	<b>12/23</b>	<b>8/14</b>	

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Students shall be notified in writing at the beginning of each school year or at the time of enrollment that they are subject to testing for drugs and alcohol during the school year.<sup>1</sup> Should they determine that it is necessary and appropriate, principals are authorized to order drug tests for individual students when there is a reasonable cause to believe that:

1. The school board policy on alcohol and drug use has been violated;
2. A search of lockers, vehicles, persons, and/or containers produced evidence of the presence of drugs and/or alcohol;
3. Through observation or other reasonable information reported by a teacher, staff member or other student that a student is using drugs and/or alcohol on school property.

Upon receiving reasonable information and determining that completing a drug or alcohol test would be appropriate and necessary, the principal shall notify the student and the student's parents of the concern, the intent to administer a drug test and give the student an opportunity to decline the test. The student shall be advised of that declining the test shall constitute grounds for suspension from school and a hearing before the disciplinary hearing authority. The principal will then contact the contractor retained by the Knox County Schools for the purpose of performing drug and alcohol testing and request that the contractor send a representative to the school to properly collect a urine sample for testing.

Based upon the circumstances and nature of the information leading to the order for drug and alcohol testing, the principal shall determine if the student will be allowed to return to school before testing results are received or if the student shall be offered an alternative education program until the results are available.

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

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

The Knox County Schools shall bear the cost of administration for all student drug and alcohol tests ordered by school administrators.

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Legal Reference:

1. T.C.A. § 49-6-4213.

Approved as to Legal Form  
By Knox County Law Director 11/17/2023  
*/Gary T. Dupler/Deputy Law Director*

<b>Students</b>	<b>Section J:</b>		
	<b>Knox County Board of Education</b>		
	Descriptor Term:	Descriptor Code:	Issued:
	<b>Weapons and Dangerous Instruments</b>	<b>J-230</b>	<b>11/94</b>
	Reviewed:	Revised:	
	<b>12/23</b>	<b>9/17</b>	

1  
2 Students shall not possess, handle, transmit, use or attempt to use any dangerous weapon<sup>1</sup> in school  
3 buildings or on school grounds at any time, or in school vehicles and/or buses or off the school grounds at  
4 a school-sponsored activity, function or event.

5  
6 Dangerous weapons for the purposes of this policy shall include, but are not limited to "...any firearm,  
7 explosive, explosive weapon, bowie knife, hawk bill knife, ice pick, dagger, slingshot, switchblade knife,  
8 blackjack, knuckles..."<sup>1</sup>

9  
10 Students who are found to have violated this policy shall be subject to disciplinary action in accordance  
11 with policies J-191 and J-194. The Director of Schools shall have the authority to modify this suspension  
12 requirement on a case-by-case basis.<sup>2</sup>

13  
14 When it is determined that a student has violated this policy, the principal of the school shall notify the  
15 student's parents or legal guardian and the criminal justice or juvenile delinquency system as required by  
16 law.<sup>3</sup>

17  
18 Students are further forbidden to use any instruments or substances such as chemicals, pencils, scissors,  
19 razors, or compasses with the intent to do harm in a manner which renders the item dangerous.

20  
21 Students who violate this policy shall be subject to disciplinary action in accordance with policies J-191  
22 and J-194.

23  
24 Upon information that a student is suspected of violating this policy, the principal of the school shall be  
25 notified immediately.

26  
27 The principal shall notify the student's parent or legal guardian and the appropriate law enforcement  
28 officials as required by law.<sup>2,3</sup>

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33 Legal References:

34 1. T.C.A. § 39-17-1309; 18 U.S.C. § 921.  
35 2. Gun Free Schools Act 1994, §14601 (1)(2).  
36 3. T.C.A. § 49-6-4209; Gun Free Schools Act 1994, §14602 (a).

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39 Approved as to Legal Form  
40 By Knox County Law Director 11/17/2023  
41 /Gary T. Dupler/Deputy Law Director

<b>Students</b>	<b>Section J:</b>		
	<b>Knox County Board of Education</b>		
	Descriptor Term:	Descriptor Code:	Issued:
	<b>Use of Personal Communication Devices in School</b>	<b>J-240</b>	<b>10/96</b>
	Reviewed:	Revised:	
	<b>12/23</b>	<b>7/22</b>	

1  
2 **PERSONAL COMMUNICATION AND/OR ELECTRONIC DEVICES**

3  
4 A "personal communication device" (PCD) such as a cell phone, is a device that emits an audible signal,  
5 vibrates, displays a message or otherwise summons or delivers a communication to the possessor.

6  
7 A personal electronic device is a device that can be used as a camera, a recorder, a player, or any such  
8 item that electronically transmits or receives a signal, image, sound file, data file or message.

9  
10 PCDs and personal electronic devices including but not limited to CD players, iPods, MP3 players,  
11 netbooks, laptop or notebook computers or iPads may be stored in backpacks, purses, or personal carry-  
12 alls. However, the use of the devices during class-time is forbidden unless approved for an academic  
13 activity by the principal or the principal's designee. This is not intended to discourage the use of these  
14 devices for instructional purposes, but to establish parameters and appropriate oversight for their use.  
15 Improper use or storage of PCDs and electronic devices may result in confiscation of the device until it  
16 can be released directly to a student's parents and/or legal guardians. A student in violation of this policy  
17 is subject to related disciplinary action.

18  
19 **PERSONAL COMMUNICATION DEVICES**

20  
21 **Use by students in grades Pre-K-5**

22  
23 Students may possess PCDs while on school property. However, the PCD must be in the off mode and  
24 must be kept in a backpack, purse or similar personal carry-all and may not be used unless the principal  
25 or the principal's designee grants a student permission to do so. The principal or the principal's designee  
26 may specifically grant permission for a student to use a PCD during class time for a specific academic  
27 purpose or at other times for other purposes that the principal deems appropriate.

28  
29 **Use by Students in Grades 6-8**

30  
31 Students may possess PCDs while on school property. The devices may be used before and after school.  
32 At all other times the PCD must be in the off mode. The principal or the principal's designee may grant  
33 a student permission to use a PCD during class time for a specific academic purpose or at other times for  
34 other purposes that the principal deems appropriate.

35  
36 **Use by Students in Grades 9-12**

37  
38 Students may possess PCDs while on school property. The devices may be used before and after school,  
39 during lunch periods and during class change times. At all other times the PCD must be in the silent  
40 mode. The principal or the principal's designee may grant a student permission to use a PCD during class  
41 time for a specific academic purpose or at other times for other purposes that the principal deems  
42 appropriate.

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**VIOLATION OF PERSONAL COMMUNICATION DEVICES**

A PCD used outside these parameters may result in confiscation of the PCD until it can be released directly to the student's parent or legal guardian. A teacher may withhold a PCD from a student during a class if the PCD is a distraction to the class or student.<sup>2</sup> A student who possesses a PCD, in violation of this policy, is subject to related disciplinary action. Continued violation of this policy may result in loss of PCD privileges. Additionally, students may lose PCD privileges for any policy violation that is related to or is the result of the use of a PCD whether or not the PCD was used within the parameters of this policy.

**INAPPROPRIATE USE OF PCD AND/OR ELECTRONIC DEVICES**

In addition to the parameters established above, use of a PCD or other electronic device to bully, harass or intimidate others will be subject to related disciplinary action. Using a PCD or other electronic device for any illicit activity including but not limited to take, disseminate, transfer, or share obscene, pornographic, lewd, or otherwise illegal images, photographs, or similar material whether by electronic data transfer or otherwise may constitute a crime under State and/or Federal law. Any student taking, disseminating, transferring, possessing or sharing obscene, pornographic, lewd, illegal, or otherwise inappropriate images or photographs of other students or any other individual, particularly underage, at school, on a school bus or while attending any school event or activity will be subject to the disciplinary procedures of the school district and reported to law enforcement and other appropriate State or Federal agencies.

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Legal References:

- 1. T.C.A. § 49-6-4002.
- 2. T.C.A. § 37-1-403.

Approved as to Legal Form  
By Knox County Law Director 11/17/2023  
*/Gary T. Dupler/Deputy Law Director*



<b>Section J:</b>  <b>Students</b>	<b>Knox County Board of Education</b>			
	<b>Bus Conduct</b>	Descriptor Term:	Descriptor Code:	Issued:
			<b>J-250</b>	<b>7/95</b>
		Reviewed:	Revised:	
	<b>12/23</b>	<b>9/17</b>		

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The school bus is an extension of school activity; therefore, students shall conduct themselves on the bus in a manner consistent with the established standards for safety and classroom behavior.

Students are under the supervision and control of the bus driver while on the bus, and all reasonable directions given by the driver shall be followed.

Bus drivers shall inform a student’s principal of any serious discipline problem and the principal may take disciplinary action as appropriate. A student may be denied the privilege of riding the bus if the principal determines that the student’s behavior is such as to cause disruption on the bus, or if the student disobeys state or local rules and regulations pertaining to student transportation.

The suspension of a student from riding the school bus shall follow the same procedures as for any other school suspension.

Students who transfer from bus to bus while en route to and from school shall be expected to abide by the discipline policies adopted by the Board and rules adopted by the staff of the base school.

Legal Reference:

- 1. T.C.A. § 49-6-4102.

Approved as to Legal Form  
By Knox County Law Director 11/17/2023  
*/Gary T. Dupler/Deputy Law Director*

Section J:

# Knox County Board of Education

**Students**

Descriptor Term:

**Dress Code**

Descriptor Code:

**J-260**

Issued:

**10/00**

Reviewed:

**12/23**

Revised:

**1/24**

## ELEMENTARY SCHOOL DRESS CODE

The standards for elementary school dress reflect "common sense" and a concern for each child's comfort, safety, cleanliness, and sense of modesty. There is a strong relationship between neat, appropriate attire and a positive learning environment. Apparel or appearance which tends to draw attention to an individual rather than to a learning situation must be avoided.

To help create the best learning environment for elementary students, the following standards for student dress must be observed in all Knox County Elementary Schools:

1. Pants must not sag below the waist and must be at a safe length.
2. Head apparel, except for religious or medical reasons, must not be worn inside the school building.
3. Footwear is required and must be safe and appropriate for indoor or outdoor physical activity.
4. Clothing or accessories may not create disruption or display vulgar language or images and must not advertise products which students may not legally purchase.
5. For students in Grades 3-5, "short shorts", mini-skirts, and skin-tight outer materials without proper coverage are inappropriate attire.
6. For students in Grades 3-5, shirts, blouses, and dresses must completely cover the abdomen, back, and shoulders, and shirts or tops must cover the waistband of pants, shorts, or skirts with no midriff visible. Skin-tight outer materials are prohibited without appropriate coverage.

The school administration reserves the right to determine whether the student's attire and appearance are within the acceptable limits. In matters of opinion, the judgment of the principal/designee shall prevail.

The principal may allow exceptions for school-wide programs or special classroom activities.

The teachers and the principal will administer appropriate consequences for policy infractions.

## MIDDLE AND HIGH SCHOOL DRESS CODE

The following expectations for student dress have been established to promote a safe and optimum learning environment.

Apparel or appearance which tends to draw attention to an individual rather than to a learning situation must be avoided. In matters of opinion, the judgment of the principal/designee shall prevail.

1  
2 The following standards will be observed in all Knox County Middle and High Schools:  
3

- 4 1. Pants must be worn at the waist. No sagging allowed.  
5
- 6 2. Shirts, blouses, and dresses must completely cover the abdomen, back, and shoulders and must  
7 have sleeves. Shirts or tops must cover the waistband of pants, shorts, or skirts with no midriff  
8 visible. Low-cut blouses, shirts, or tops or extremely tight tops, tube tops, or any top that exposes  
9 cleavage are prohibited.  
10
- 11 3. Head apparel, except for religious or medical purposes, must not be worn inside the school  
12 building.  
13
- 14 4. Footwear is required and must be safe and appropriate for indoor and outdoor activity.  
15
- 16 5. Clothing and accessories such as backpacks, patches, jewelry, and notebooks must not display (1)  
17 racial or ethnic slurs/symbols, (2) gang affiliations, (3) disruptive, vulgar, or sexually suggestive  
18 language or images; nor, should they promote products which students may not legally buy; such  
19 as alcohol, tobacco, and illegal drugs.  
20
- 21 6. Skirts, dresses, and shorts must be beyond mid-thigh length.  
22
- 23 7. Sleepwear, pajamas, and/or blankets cannot be worn in school.  
24
- 25 8. Prohibited items include (1) large, long and/or heavy chains, (2) studded or chained accessories,  
26 (3) sunglasses, except for health purposes, (4) sleepwear, and (5) skin-tight outer materials without  
27 appropriate coverage.  
28

29 The school administration reserves the right to determine whether the student's attire is within the limits  
30 of decency and modesty. Administration should strive for consistency so the dress code is applied even-  
31 handedly to male and female students.  
32

33 The principal may allow exceptions in special circumstances or occasions such as holidays or special  
34 performances and may further prescribe dress in certain classes such as physical education, vocational  
35 classes, and science labs.  
36

37 Any student not attired in accordance with this policy shall be subject to correction of the violation. If a  
38 correction cannot be made, the student shall be subject to additional disciplinary measures as described  
39 in Policy J-191 "Misbehaviors and Disciplinary Options."<sup>1</sup>  
40

41 This policy does not preclude individual schools from implementing standardized dress policies with  
42 permission from the Director of Schools and the Board of Education after extensive consultation with  
43 parents, teachers, and students. Any deviation from the system-wide policy must be submitted in writing  
44 to the Assistant Superintendent of Academics for review and recommendation to the Director of Schools  
45 and the Board of Education.<sup>2</sup>  
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Legal References:

1. Knox County Board of Education Policy J-191 "Misbehaviors and Disciplinary Options."
2. U.S. Department of Justice, Office of Justice Programs, Manual on School Uniforms.

Approved as to Legal Form  
 By Knox County Law Director 11/17/2023  
 /Gary T. Dupler/Deputy Law Director

<b>Section J:</b>  <b>Students</b>	<b>Knox County Board of Education</b>		
	Descriptor Term:	Descriptor Code:	Issued:
	<b>Care of School Property</b>	<b>J-270</b>	<b>7/95</b>
		Reviewed:	Revised:
	<b>12/23</b>	<b>9/17</b>	

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

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

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

When the person causing damage or loss has been identified and the costs of repair or replacement have been determined, the principal, as directed by the Board of Education, shall take steps to recover these costs. This shall include recommending the filing of a civil complaint in court to recover damages. If the responsible person is a minor, recovery will be sought from the minor’s parent or legal guardian.

In addition, the district may withhold the grades, diploma, and/or transcript of the student responsible for vandalism or theft or otherwise incurring any debt to a school until the student or the student’s parent/legal guardian has made appropriate restitution for the damages as determined by the Superintendent.<sup>1</sup> When the minor and parent are unable to pay for the damages, the district shall provide a program of voluntary work for the minor. Upon completion of the work, the student’s grades, diploma, and/or transcripts shall be released. Such sanctions shall not be imposed if the student is not at fault.

Legal Reference:

1. T.C.A. § 37-10-101 through 103.

Approved as to Legal Form  
By Knox County Law Director 11/17/2023  
*/Gary T. Dupler/Deputy Law Director*

<u>Section J:</u>  <b>Students</b>	<b>Knox County Board of Education</b>		
	<b>Alternative School Programs</b>	Descriptor Code:	Issued:
		<b>J-280</b>	<b>7/95</b>
	Reviewed:	Revised:	
<b>8/24</b>	<b>10/24</b>		

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2 The Board shall operate an alternative school program for students in grades 6-12 who have been  
3 suspended or expelled from regular school programs.<sup>1</sup> Except students who are eligible for special  
4 education, such change in a student's program shall be determined by the disciplinary hearing authority  
5 in accordance with the suspension policy of the Board and based upon recommendations from a team  
6 composed of the principal, the school counselor and the student, with or without the parents or legal  
7 guardians being present. Placement decisions for students who are eligible for special education shall be  
8 made by the IEP Team in accordance with the Individuals with Disabilities Education Act and Section  
9 504 of the Rehabilitation Act.<sup>2</sup> Students attending the Night Alternative School Program shall provide  
10 their own transportation.<sup>3</sup>  
11

12 Teachers in alternative schools shall be certified by the state and shall be selected on the basis of interest  
13 and ability to work in alternative situations.  
14

15 Student-teacher ratios shall be small enough to allow for adequate instruction but shall be determined by  
16 the age, behavior and academic achievement of students in the program.  
17

18 Sufficient textbooks, equipment and supplies shall be provided by the assigned school. For the purposes  
19 of this policy, the "assigned school" shall refer to the student's zoned school or the student's receiving  
20 school if the student has received an approved transfer in accordance with Policy J-152 "Student Transfer  
21 Within the System."  
22

23 Alternative school programs shall be operated in accordance with the rules of the State Board of Education  
24 and instruction shall proceed as nearly as practicable in accordance with the instructional programs at the  
25 student's assigned school.<sup>1</sup> All course work completed and credits earned in the alternative school shall  
26 be transferred to and recorded in the student's assigned school.<sup>3</sup> Credit earned and progress made shall  
27 be granted as if the work were performed in the assigned school.  
28

29 The student shall be subject to all rules of the school and violations of such rules may result in the  
30 student's removal from the school for the duration of the original intended suspension or expulsion.<sup>1,3</sup>  
31 Violation of school rules shall not constitute grounds for extension of time spent in the alternative school.  
32 A student also may be removed from the alternative school if the student is not benefitting from the  
33 student's assignment to the school or program and all interventions available to help the student to  
34 succeed in the school or program have been exhausted unsuccessfully.<sup>4</sup> The recommendation to remove  
35 shall be made by the principal of the alternative school, with the final decision being made by the Director  
36 of Schools or their designee.  
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38 Students found to be eligible for special education in related circumstances shall be placed and served in  
39 accordance with the law and rules relating to special education.  
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Legal References:

1. Tennessee State Board of Education, Administrative Rules and Regulations § 0520-1-2-.09(2).
2. See 20 U.S.C. § 1400 et seq. and 29 U.S.C. § 794, respectively.
3. C.S.C. v. Knox County Board of Education 2006 W.L. 3731304 (Tenn. Ct. App. 2006).
4. T.C.A. § 49-6-3402.

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

Section J:

# Knox County Board of Education

**Students**

Descriptor Term:

**Alternative School Services**

Descriptor Code:

**J-281**

Issued:

**7/03**

Reviewed:

**12/23**

Revised:

**1/22**

I. Students who have been suspended from their regular school program for longer than ten (10) consecutive school days shall be offered alternative school services unless the principal determines that the student poses a threat to the safety of the school community. If a principal determines that a student poses a threat to the safety of the school community, the student can appeal that determination to the Superintendent.

II. Students expelled pursuant to zero tolerance, shall be considered for alternative school placement.<sup>1</sup> The Director of Schools shall review the records of each individual student who has been expelled pursuant to Zero Tolerance to determine whether it is appropriate to offer alternative school services. The Director of Schools' decision shall be based on the summary of records from the principal's hearing, the alternative education services review, and such additional evidence as the Superintendent may deem appropriate.

It is the intent of the Board that the Director of Schools will offer alternative school services to students expelled pursuant to Zero Tolerance unless they have engaged in behaviors that pose a threat to the safety of the school community. The Director of Schools may at his discretion offer alternative school services to students who engage in the following behaviors:

1. Possession of a firearm while on Knox County Schools property, on a school bus or at any Knox County School sponsored activity;
2. Sale or distribution of legend drugs or controlled substances to other students while on Knox County Schools property, on a school bus or at any Knox County School sponsored activity;
3. Uses a weapon to threaten or inflict bodily harm on another student, or any Knox County School's employee, SRO, or any Knox County or City of Knoxville law enforcement officer assigned to patrol a Knox County Schools property;
4. Commits a battery on a Knox County School's employee, SRO, or any Knox County or City of Knoxville law enforcement officer assigned to patrol a Knox County Schools property while on Knox County Schools property, on a school bus, or at any Knox County School sponsored activity; and
5. Possession of explosive or incendiary device.

III. A student who is suspended or expelled from Knox County Schools who is not offered Alternative School may appeal the denial of services. The appeal must be filed in writing with the Director of Schools within five (5) days after receipt of the notice and may be filed by the parent/legal guardian, the student or any person designated by the student.



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Legal Reference:

1. T.C.A. § 49-6-4216 (b)(1).

Approved as to Legal Form  
By Knox County Law Director 11/17/2023  
*/Gary T. Dupler/Deputy Law Director*

<b>Students</b>	<b>Section J:</b>			<b>Knox County Board of Education</b>		
	Descriptor Term:			Descriptor Code:	Issued:	
	<b>Unsafe School Choice</b>			<b>J-290</b>	<b>6/04</b>	
				Reviewed:	Revised:	
			<b>12/23</b>	<b>2/24</b>		

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In accordance with Tennessee State Board of Education policy, every local education agency (LEA) shall implement the Tennessee Unsafe School Choice Policy by providing any student who attends a persistently dangerous school, or any student who has been the victim of a violent crime while at school, the opportunity to attend a safe school.

**PERSISTENTLY DANGEROUS SCHOOLS**

Any public elementary school or secondary school, with the exception of a school established specifically for serving suspended or expelled students or students with behavioral disabilities, shall be considered persistently dangerous if it meets the following criteria for three consecutive years:

1. Has violence-related disciplinary actions as reported on the Annual Report of Zero Tolerance Offenses. Violence related disciplinary actions shall be defined as any of the following: possession/use of a firearm, battery of a teacher or school employee (including a school resource officer assigned to the school), and possession/use of a weapon other than a firearm; or
2. Has students who have been the victim of a violent crime at school as defined in this policy; and
3. The sum of violence-related disciplinary actions and/or incidents of student victimization identified in criteria #1 and criteria #2 above are equal to or greater than 3% of the school's average daily membership.

**REQUIRED ACTIONS**

Year 1: Any school meeting the criteria identified above shall receive notification from the Tennessee department of Education. The district shall direct available federal and state resources to the school to identify problems and implement corrective action.

Year 2: Any school meeting the criteria for the second consecutive year shall evaluate its current school safety practices and submit a corrective action plan to the Tennessee Department of Education.

Year 3: Any school meeting the criteria identified above for three consecutive years shall be designated by the Tennessee Department of Education as a persistently dangerous school. Within 30 days of receiving notice of the designation the director of schools shall:

1. Notify the parents or legal guardians of all students attending the school that the school has been designated by the Tennessee Department of Education as a persistently dangerous school and provide for all students will be given safe school choice.<sup>1</sup>
2. Submit a corrective action plan to the Commissioner of Education outlining the specific actions and timetable that the school will follow to insure the safety of students and faculty.

1  
2 **RIGHT OF APPEAL**  
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4 A school designated as a persistently dangerous school shall have the right to appeal the designation. The  
5 appeal must be submitted by the director of schools to the Commissioner of Education within 15 calendar  
6 days of being notified of the persistently dangerous designation and must present clear evidence that the  
7 school provides a safe and disciplined learning environment for all students. A committee of practitioners  
8 appointed by the Commissioner of Education shall review the appeal within 15 calendar days.  
9

10 **REMOVAL OF DESIGNATION**  
11

12 Upon implementation of the approved corrective action plan and the completion of one school year with  
13 a level of dangerous incidents below the criteria established above, a school shall no longer be considered  
14 persistently dangerous.  
15

16 **VICTIM OF A VIOLENT CRIME AT SCHOOL**  
17

18 A student shall be considered the victim of a violent crime at school when the following criteria are met:  
19

- 20 1. Evidences found to reasonably indicate that the student has been the victim of any of the applicable  
21 offenses as defined under T.C.A. § 40-38-111(g) or the attempt to commit one of the applicable  
22 offenses as defined under T.C.A. § 39-12-101; and,  
23
- 24 2. The offense occurred while the student was attending school or traveling to or from school on a  
25 school bus.  
26

27 **REQUIRED ACTIONS**  
28

- 29 1. The building administrator or a designated representative of a school where an alleged incident of  
30 student violent crime victimization has occurred shall immediately report the incident to the  
31 appropriate law enforcement agency, and Knox County School Security.  
32
- 33 2. Promptly following an investigation by Knox County School Security, personnel shall determine  
34 whether or not reasonable evidence exists to indicate that a student has been the victim of a violent  
35 crime. Identification of a perpetrator and/or the filing of criminal charges shall not be considered  
36 a prerequisite for determining that a student has been victimized.  
37
- 38 3. Upon determination that a student has been victimized, and within ten (10) school days of the  
39 event, the director of schools shall offer the student and his/her parent(s) or legal guardian(s) safe  
40 school choice.  
41
- 42 4. The Knox County School Security personnel shall file a report with the Tennessee Department of  
43 Education as requested by the Commissioner.  
44

45 **PARENT NOTIFICATION**  
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47 Every public school shall annually notify parents that if their child is the victim of a violent crime at  
48 school, the child has the right to attend another grade-appropriate public school in the district.  
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**DEFINITIONS**

For the purposes of this policy, the following definitions shall apply:

Safe School Choice: The student and his/her parent(s) or legal guardian(s) are provided an opportunity to transfer to another school within the local education agency (LEA) that is safe for the student. To the extent possible, the LEA shall allow transferring students to transfer to a school that is making adequate yearly progress and has not been identified as being in school improvement, corrective action or restructuring. The LEA is encouraged to take into account the needs and preferences of the affected students and parents. The LEA shall assume necessary transportation costs associated with the student attending a safe school. An LEA with only one school at a particular grade level may choose to facilitate a transfer to a school in another school district; however, such transfer shall not be required.

Violence-Related Disciplinary Actions: A violence-related disciplinary action is one taken for any of the following offenses:

1. Possession or use of a firearm, as defined in 18 U.S.C. § 921.
2. Battery of a teacher or school employee (including a school resource officer assigned to the school). For purposes of this policy, battery is defined as intentional or reckless physical contact with a person without his or her consent that causes bodily injury.
3. Possession or use of a weapon other than a firearm (as defined in T.C.A. § 39-17-1309).

Violent Crime: Applicable offenses as identified and defined in T.C.A. § 40-38-111(g).

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Legal References:

1. NCLB 2001; Section 9532, as updated by the Every Student Succeeds Act.
2. T.C.A. § 40-38-111(g).
3. T.C.A. § 39-12-101.
4. 18 USC § 921.
5. T.C.A. § 39-17-1309.

Approved as to Legal Form  
By Knox County Law Director 1/3/2024  
*/Gary T. Dupler/Deputy Law Director*

<b>Section J:</b>  <b>Students</b>	<b>Knox County Board of Education</b>		
	<b>Descriptor Term:</b>  <b>Criminal Gang Awareness</b>	Descriptor Code:	Issued:
		<b>J-300</b>	<b>10/08</b>
		Reviewed:	Revised:
	<b>12/23</b>		

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Knox County Schools prohibit the activities of criminal gangs on school property. Students, grades six through twelve (6-12), are prohibited from:

- (1) Wearing, while on school property, any type of clothing, apparel or accessory, including that which denotes such students' membership in or affiliation with any criminal gang;
- (2) Any activity that encourages participation in a criminal gang or facilitates illegal acts of a criminal gang; and
- (3) Any conduct that is seriously disruptive to the educational process or endangers persons or property.

Knox County Schools, in consultation with local law enforcement, shall annually evaluate the threat to and influence on school children by gangs in the community. If KCS finds that there is a substantial threat or influence on school children by gangs, then KCS shall institute gang awareness education for elementary and middle school students and their parents in schools or neighborhoods with gang activity or the potential for gang activity.

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Legal References:

- 1. T.C.A. § 49-6-4215.
- 2. T.C.A. § 49-1-214.

Approved as to Legal Form  
By Knox County Law Director 11/17/2023  
*/Gary T. Dupler/Deputy Law Director*

<b>Section J:</b>  <b>Students</b>	<b>Knox County Board of Education</b>		
	Descriptor Term:	Descriptor Code:	Issued:
	<b>Adjudicated Delinquent Students</b>	<b>J-310</b>	<b>10/08</b>
		Reviewed:	Revised:
	<b>12/23</b>	<b>9/17</b>	

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If a student has at any time been adjudicated delinquent for any offense listed in Tennessee Code Annotated § 49-6-3051(b), the parents, legal guardians, or legal custodians, including the Department of Children’s Services acting in any capacity, and a school administrator of any school having previously received the same or similar notice from the juvenile court or another source shall provide to a school principal, the abstract provided under T.C.A. § 37-1-153 or § 37-1-154 or other similar written information when any student:

- (1) Initially enrolls in Knox County Schools;
- (2) Resumes school attendance after suspension, expulsion, or adjudication of delinquency; or
- (3) Changes schools within the state of Tennessee.

The parents, legal guardians, or legal custodians, including the Department of Children’s Services acting in any capacity, shall provide notification if a student has been adjudicated delinquent for:

- (1) An offense involving:
  - a. First degree murder;
  - b. Second degree murder;
  - c. Rape;
  - d. Aggravated rape;
  - e. Rape of a child;
  - f. Aggravated rape of a child;
  - g. Aggravated robbery;
  - h. Especially aggravated robbery;
  - i. Kidnapping;
  - j. Aggravated kidnapping;
  - k. Especially aggravated kidnapping;
  - l. Aggravated assault;
  - m. Felony reckless endangerment;
  - n. Aggravated sexual battery; or

## (2) A violation of:

- a. Voluntary manslaughter, as defined as in T.C.A. § 39-13-211;
- b. Criminally negligent homicide, as defined in T.C.A. § 39-13-212;
- c. Sexual battery by an authority figure, as defined in T.C.A. § 39-13-527;
- d. Statutory rape by an authority figure, as defined in T.C.A. § 39-13-532;
- e. Prohibited weapon, as defined in T.C.A. § 39-17-1302;
- f. Unlawful carrying or possession of a firearm, as defined in T.C.A. § 39-17-1307;
- g. Carrying weapons on school property, as defined in T.C.A. § 39-17-1309;
- h. Carrying weapons on public parks, playgrounds, civic centers, and other public recreational buildings and grounds, as defined in T.C.A. § 39-17-1311;
- i. Handgun possession, as defined in T.C.A. § 39-17-1319;
- j. Providing handguns to juveniles, as defined in T.C.A. § 39-17-1320; or
- k. Any violation of T.C.A. § 39-17-417 that constitutes a Class A or Class B felony.

When the principal or the principal's designee is notified of the student's adjudication pursuant to subsection (a), the principal or the principal's designee may convene a meeting to develop a plan to set out a list of goals to provide the child an opportunity to succeed in school and provide for school safety, a schedule for completion of the goals and the personnel who will be responsible for working with the child to complete the goals.

The abstract and information shall be shared only with the employees of the school having responsibility for classroom instruction of the child and the school counselor, social worker or psychologist who is involved in developing a plan for the child while in school, and with the school resource officer, and any other person notified. The information is otherwise confidential and shall not be shared by school personnel with any other person or agency, except as may otherwise be required by law. The abstract or other similar information and the student plan shall not become part of the child's student record.

It is an offense for any school personnel to knowingly share information with any person other than those listed by law. A violation of this is a Class C misdemeanor, punishable by a fine.

It is an offense for a parent or legal guardian to knowingly fail to provide notification as required by law. A violation of this is a Class C misdemeanor, punishable by a fine.

If it becomes apparent that any employee of the Department of Children's Services knowingly failed to notify the school, as required by law, the Commissioner of the Department of Children's Services shall be notified and take appropriate action against such employee.

If school attendance is a condition of probation or if the child is to be placed in the custody of a state agency and is to be placed in school by a state agency or by a contractor of the state agency, the court shall then enter an order directing the youth service officer, probation officer, or the state agency to notify the school principal in writing of the nature of the offense and probation requirements, if any, related to school attendance, within five (5) days of the order or before the child resumes or begins school attendance, whichever occurs first.

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If an information release is executed in compliance with T.C.A. § 33-3-109 that provides the principal or other designated school personnel access to certain information concerning the child, the principal or other school personnel may work with the child’s mental health provider to develop an appropriate plan.

Upon the subsequent enrollment of any such student in any other school district, the parents or custodians of such student, and the administrator of any school having previously the same or similar notice, shall notify the receiving school.

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Legal References:

- 1. T.C.A. § 49-6-3051.
- 2. T.C.A. § 37-1-131(a)(2)(B).
- 3. T.C.A. § 37-1-153.
- 4. T.C.A. § 39-1-154.

Approved as to Legal Form  
By Knox County Law Director 11/17/2023  
/Gary T. Dupler/Deputy Law Director



Section J:

**Students**

# **Knox County Board of Education**

Descriptor Term:

**Independent Evaluations of  
Students**

Descriptor Code:

**J-320**

Issued:

**7/95**

Reviewed:

**12/23**

Revised:

**1/24**

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The Knox County Board of Education shall not pay for the independent evaluations of students unless requests for such evaluations are made to the appropriate administrators and meet appropriate criteria.

Independent evaluations shall be done under the same criteria as the evaluation conducted by KCS. Criteria are available through the Director of Special Education.

Approved as to Legal Form  
By Knox County Law Director 11/17/2023  
*/Gary T. Dupler/Deputy Law Director*

<b>Students</b>	<b>Knox County Board of Education</b>			
	<b>Student Counseling Program</b>	Descriptor Term:	Descriptor Code:	
			<b>J-330</b>	Issued:
				<b>7/95</b>
		Reviewed:	Revised:	
		<b>12/23</b>	<b>2/24</b>	

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The school counseling program shall provide comprehensive services aligning with the Tennessee Comprehensive School Counseling Model of Practice. School counselors work strategically as part of an instructional team to promote student success. Serving as leaders and advocates, school counselors work collaboratively to provide services in a comprehensive, developmental, and preventative manner.<sup>1</sup>

School counselors shall implement a comprehensive school counseling program which incorporates standards of achievement in the areas of academic development, social personal development, and college and career readiness. The program must incorporate a team approach, academic development, social and personal development, college and career readiness competency development, deficiency remediation, and systemic implementation.

**QUALIFICATIONS**

The school counselor shall be licensed by the Tennessee Department of Education and shall have the training needed for fulfilling the responsibilities and specialized job assignments.

**USE OF TIME**

To deliver an effective comprehensive school counseling program, school counselors shall spend the majority of their time in direct and student support services to students. The ASCA National Model recommends that school counselors spend 80 percent of their time providing direct services to students or working on behalf of students. The remaining 20 percent of a counselor’s time should be spent working on the foundation, management, and accountability components of the counseling program. A small percentage of this time can also be spent in fair share responsibilities. The 80/20 time breakdown reflects the program delivery over the course of the entire school year.

The school counselor shall include the following activities in the delivery component:

1. Deliver large group, classroom, and school-wide curricula designed to help students achieve mastery of counseling standards appropriate for their developmental level;
2. Utilize individual student appraisal and advisement to help all students plan, monitor, and manage their own learning as well as to achieve in academics, personal and social development, and college and career readiness;
3. Provide individual and group counseling to address students’ immediate needs and concerns and resolve academic, social and personal, or college and career issues that are interrupting learning;
4. Provide support and assistance to students and school community to navigate critical and emergency situations;

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- 5. Make students and families aware of school and community resources that can provide additional information or assistance to help students be successful;
- 6. Share strategies that support student achievement with parents, teachers, other educators, or community organizations through consultation; and
- 7. Collaborate with other educators, parents, and the community to support student achievement and advocate for access and equity for all students through teaming, partnering, participating on school/district committees, and facilitating parent or staff workshops.

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Legal Reference:

- 1. Tennessee State Board of Education Policy 5.103; Tennessee State Board of Education Policy 4.204.

Approved as to Legal Form  
By Knox County Law Director 1/2/2024  
*/Gary T. Dupler/Deputy Law Director*

Section J:

# Knox County Board of Education

**Students**

Descriptor Term:

**Student Insurance Program**

Descriptor Code:

**J-340**

Issued:

**7/95**

Reviewed:

**12/23**

Revised:

**1/22**

1  
2 Student accident insurance shall be made available for purchase on an optional basis to all Knox County  
3 Schools students. Information and the opportunity to enroll will be made available on Knox County  
4 Schools' web page.  
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38 Approved as to Legal Form  
39 By Knox County Law Director 11/17/2023  
40 /Gary T. Dupler/Deputy Law Director  
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Section J:

# Knox County Board of Education

**Students**

Descriptor Term:

**School and Student  
Health Services**

Descriptor Code:

**J-350**

Issued:

**7/95**

Reviewed:

**12/23**

Revised:

**2/24**

## SCHOOL HEALTH SERVICES

School Health Services works in collaboration with school administrators to provide an environment that protects and promotes health of all students. The school nurse provides an opportunity for individualized student health assessments, health education and promotion of a healthy lifestyle. School nurses utilize community and school resources to assist students, school personnel and families in obtaining improved health outcomes.

The School Health Services program<sup>1</sup> includes but is not limited to:

1. Maintenance of a safe, sanitary and healthy school environment.
2. Promotion of healthy living.
3. Recognition of physical, mental or emotional well-being of students and/or school personnel.
4. Verification of a well visit physical examination and required immunization for all students except those exempt by statute initially entering Knox County Schools when immunization requirements change.<sup>2</sup>
5. Verification of a Tennessee Secondary School Athletic Association (TSSAA) physical for students prior to participation in interscholastic athletics.<sup>3</sup>
6. Compilation of cumulative health records when necessary.
7. A record for each student which contains information as to how and where to contact parents in case of emergency.
8. A report of each accident taking place while the student is under the jurisdiction of the school and notification of parent(s)/legal guardian(s) of any accident, injury, or incident.
9. Procedures for reporting suspected child abuse or neglect.<sup>4</sup>
10. Plans for excluding students with communicable disease and for readmission following recovery in accordance with the Tennessee Department of Health's Division of Communicable and Environmental Disease Services Rules and Regulations.<sup>5,6</sup>
11. Procedures for administering and recording medications.

- 1 12. Development of Individual Health Plans, participation in Individualized Education Plan (IEP)
- 2 Team meetings, and 504 accommodation plans when health related.
- 3
- 4 a. As warranted by the student’s condition or diagnosis, an Individual Health Plan (IHP) will
- 5 be completed by the registered nurse.
- 6 b. The IHP shall include:
- 7 i. Emergency care procedures;
- 8 ii. A nursing assessment;
- 9 iii. Physician's orders; and
- 10 iv. Parental authorization.
- 11 c. The school nurse is responsible for updating and maintaining each IHP.
- 12
- 13 13. Completion of health assessment by a registered nurse for any child with acute or chronic health
- 14 issues.
- 15
- 16 14. Maintenance of confidentiality as outlined by the Health Insurance Portability and Accountability
- 17 Act (HIPAA) and/or the Family Educational Rights and Privacy Act (FERPA).
- 18
- 19 15. Development of a “Drug Free Schools Policy” addressing drug and alcohol-related medical
- 20 emergencies, guidelines for reporting drug and alcohol-related incidents and referral of students.
- 21
- 22 16. Development of an HIV-related illness and AIDS policy to ensure all children with HIV, HIV-
- 23 related illness, and AIDS infection who enroll in a Tennessee public school are able to attend and
- 24 participate.
- 25

**HEALTH CARE PROCEDURES IN A SCHOOL SETTING**

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- 27
- 28 1. All health care procedures, including the administration of medication, shall be conducted in
- 29 accordance with the Guidelines for Use of Health Care Professionals and Health Care Procedures
- 30 in a school setting produced by the Tennessee Department of Education and the Tennessee
- 31 Department of Health.
- 32
- 33 2. If a student is performing an invasive procedure, that student should have at minimum a biannual
- 34 nursing assessment of competency and proficiency as well as an IHP. Every attempt should be
- 35 made on an individual basis to allow a child who is independent to continue self-management.
- 36
- 37 3. Any health care procedure a student is not capable or competent to perform must be performed
- 38 by a licensed health care professional in accordance with applicable guidelines of their respective
- 39 regulatory boards. A physician’s order and parental authorization are required for any health care
- 40 procedures performed by a licensed health care professional in a school setting. The written
- 41 parental authorization shall be kept in the student’s school records.
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- 43 4. Any student with acute or chronic health issues should have a health assessment completed by a
- 44 registered school nurse.
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Legal References:

1. TRR/MS § 0520-01-13(1)(a)(b)(c)(d).
2. TRR/MS § 0520-01-13(1)(b).
3. TRR/MS § 0520-01-13(1)(a).
4. T.C.A. § 37-1-403.
5. TRR/MS § 0520-01-13(1)(c).

Cross Reference:

- Knox County Board of Education Policy J-357 “Student Communicable Diseases.”

Approved as to Legal Form  
 By Knox County Law Director 1/2/2024  
 /Gary T. Dupler/Deputy Law Director

Section J:

# Knox County Board of Education

**Students**

Descriptor Term:

**Physical Examinations and  
Immunizations**

Descriptor Code:

**J-351**

Issued:

**7/95**

Reviewed:

**12/23**

Revised:

**2/24**

## **PHYSICAL EXAMINATIONS**

The principal and school nurse shall ensure that there is a complete physical examination of every student entering school for the first time and every student participating in interscholastic athletics.

Children of active members of the military or Tennessee National Guard are not required to obtain a physical evaluation from a Tennessee health care provider prior to enrolling in a Tennessee school.

A child or youth determined to be homeless cannot be denied admission to any school or school facility due to not being able to produce a physical examination record. The enrolling school must comply with any and all federal laws pertaining to the educational rights of children and youth experiencing homelessness, including the McKinney-Vento Homeless Assistance Act.

## **KINDERGARTEN REQUIREMENT**

A physical examination must be completed by a medical provider and dated within 12 months prior to the first day of school. The form to be completed is the Tennessee School Immunization Certificate which may be obtained from a health care provider. A student may be enrolled without this information but must file it with the school within 30 calendar days or risk dismissal.

## **FIRST - TWELFTH GRADE REQUIREMENT**

Written proof of a medical examination completed by a medical provider. This includes proof brought in person or provided in records from the previous school. A student may be enrolled in school without this information but must file it with the school within 30 calendar days or risk dismissal.

Physical examinations contained in records from students transferring from other school systems may be accepted if stated guidelines are met.

Cost of the examination shall be borne by parent or legal guardian of the student. All physical and immunization records shall be kept on file in the student's cumulative record.

## **IMMUNIZATIONS**

Students entering school, including those entering pre-school, kindergarten or those students from out-of-state, nonpublic schools, and students entering seventh grade will not be permitted to enroll (or attend) without required immunizations, as determined by the Commissioner of Public Health.<sup>1,4</sup> It is the responsibility of the parents or legal guardians to have their children immunized and to provide such proof to the school which the student is to attend.<sup>2</sup>



1 Exceptions, in the absence of an epidemic or immediate threat thereof, shall be granted to any child whose  
2 parent or legal guardian shall file with school authorities a signed Refusal Due to Personal Religious  
3 Beliefs document; or due to medical reasons if such child has a written statement from a medical provider  
4 excusing him/her from such immunizations.<sup>3</sup> Proof of exceptions shall be in writing and filed in the same  
5 manner as other immunization records.

6  
7 A child or youth determined to be homeless cannot be denied admission to any school or school facility  
8 if the child or youth has not yet been immunized or is unable to produce immunization records due to  
9 being homeless. The enrolling school shall comply with any and all federal law’s pertaining to the  
10 educational rights of homeless children and youth, including the McKinney-Vento Homeless Assistance  
11 Act.

12  
13 An immunization certificate containing documentation of other required health information (physical  
14 examination, vision/hearing screening) must be provided in addition to the religious exemption form or  
15 the written statement due to medical reasons from a medical provider.

16  
17 Knox County Schools must ensure schools provide parents and legal guardians with information about  
18 meningococcal disease and the effectiveness of vaccination against meningococcal disease at the  
19 beginning of every school year. This information must include the causes, symptoms, and means by which  
20 meningococcal disease is spread and the places where parents and legal guardians may obtain additional  
21 information and vaccinations for their children.<sup>5</sup>

22  
23 Knox County Schools must ensure schools provide parents and legal guardians with information about  
24 influenza disease and the effectiveness of vaccinations against influenza at the beginning of every school  
25 year. This information must include the causes, symptoms, and means by which influenza is spread and  
26 the places where parents and legal guardians may obtain additional information and vaccinations for their  
27 children.

28  
29 A list of transfer students shall be kept at each school throughout the school year in order that their records  
30 can be monitored by school nurses or the Tennessee Department of Health.

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39 Legal References:

- 40 1. T.C.A. § 49-6-5001(a)(c) (1); TRR/MS § 0520-1-3-.08(2)(a).  
41 2. TRR/MS § 0520-1-3-.08(2)(a).  
42 3. T.C.A. § 49-6-5001(b)(2); T.C.A. § 49-6-5001(c)(2).  
43 4. T.C.A § 49-6-5002(a)(2).  
44 5. T.C.A § 49-6-5005.

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46 Approved as to Legal Form  
47 By Knox County Law Director 1/2/2024  
48 /Gary T. Dupler/Deputy Law Director

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Section J:

# Knox County Board of Education

**Students**

Descriptor Term:

**Medication**

Descriptor Code:

**J-352**

Issued:

**7/95**

Reviewed:

**12/23**

Revised:

**2/24**

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2 Students who are required to take medication(s) during school hours must comply with the regulations  
3 established by the Tennessee Department of Health and Education. Over the counter medications are  
4 included in these regulations. The regulations are as follows:  
5

- 6 1. Knox County Schools has the final decision-making authority with respect to the administration  
7 of and/or to reject requests for administering medications.  
8
- 9 2. Written orders must be provided by a licensed healthcare provider. The order must include, student  
10 name, prescription number, name of the drug, dosage, frequency, route, and time administered,  
11 potential side effects, discontinuation date, and method of storage.  
12
- 13 3. The student's parent or legal guardian must give permission in writing for school personnel to  
14 assist the student with self-administration of medications. The written permission shall be kept on  
15 file in the student's school records.  
16
- 17 4. The student must be competent to self-administer nonprescription or prescription medication with  
18 assistance.  
19
- 20 5. The student's condition for which medication is authorized or prescribed must be stable according  
21 to the student's prescribing doctor.  
22
- 23 6. Medications administered at school should be limited to those required during school hours which  
24 are necessary to maintain the student's health and those needed in the event of an emergency.  
25
- 26 7. Each medication requires a separate Medication Administration Form, signed by the prescribing  
27 health care provider and parent/legal guardian. The Medication Administration Form must be  
28 renewed each school year. Medication(s) changes during the school year require a new Medication  
29 Administration Form.  
30
- 31 8. Medication(s) must be brought to the school by an adult. Students may not carry medications of  
32 any kind on their person with the exception of asthma inhalers, Epi-Pens (anaphylaxis  
33 medications), pancreatic enzymes or insulin delivery systems with written permission from a  
34 parent and authorization by a medical health care provider. Failure to properly register medication  
35 shall lead to a presumption that any such medication is not lawfully in the possession of the student.  
36
- 37 9. Medications must be in appropriate containers, properly labeled by a licensed medical care  
38 provider or pharmacy. Over-the-counter (OTC) medication(s) prescribed for a student must be  
39 provided in its original unopened, labeled, unexpired container and identified student's written  
40 name.  
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- 1 10. If included in the student's medical management plan and in the Individualized Health Plan (IHP),  
2 a student with diabetes shall be permitted to perform blood glucose checks, administer insulin,  
3 treat hypoglycemia and hyperglycemia, and otherwise attend to the care and management of the  
4 student's diabetes in any area of the school or school grounds and at any school-related activity,  
5 and shall be permitted to possess on the student's person at all times all necessary diabetes  
6 monitoring and treatment supplies, including sharps. Any sharps involved in diabetes care shall  
7 be stored in a secure but accessible location, including the student's person, until use of the sharps  
8 is appropriate. Use and disposal of sharps shall be in compliance with the guidelines set forth by  
9 the Tennessee Occupational and Safety and Health Administration (TOSHA).
- 10  
11 11. Upon receiving, the quantity of medication must be confirmed and documented by the school nurse  
12 or designated school employee and parent/legal guardian on the Medication Administration  
13 Record. A secure/locked location must be provided for medication storage.
- 14  
15 12. All medications self-administered must contain the following documentation on the Medication  
16 Administration Record: time, date of administration, and signature of person administering.  
17 Medication records will be kept in the student's cumulative record when completed.
- 18  
19 13. Only a school nurse can make changes to the Medication Administration Record. A written  
20 authorization from the licensed prescriber and parent is required.
- 21  
22 11. School Nurses will monitor the administration, documentation, and storage of all medications on  
23 a regular basis. Only school nurses, trained school personnel, or a pictured-identified parent/legal  
24 guardian can administer medication(s) during school hours. A school nurse must train school  
25 personnel on medication administration yearly and as needed for reinforcement.
- 26  
27 12. The parent/legal guardian is responsible for picking up any unused medication at the end of the  
28 treatment, out-of-date medication, or at the end of the school year. The parent/legal guardian will  
29 be notified to pick-up the medication. After notification attempts, if not picked-up in 14 days, the  
30 medication shall be destroyed per Knox County Schools procedures.
- 31  
32 13. Medications must be destroyed by the school nurse or school administrator to include  
33 documentation and witnessed by at least one other school employee.
- 34  
35 14. In the event a dosage is not administered as ordered or any other medication error occurs, a  
36 Medication Error Form must be completed and submitted to the Health Services Supervisor. The  
37 school nurse and parent or legal guardian must be notified.
- 38  
39 15. If the medication is not time-critical (stat doses, one-time, loading doses, PRN medications)  
40 medications can be administered 1 hour before or after the scheduled time.
- 41  
42 16. Any person assisting in self-administration shall not be liable in any court of law for injury  
43 resulting from the reasonable and prudent assistance in the self-administration of such medication,  
44 if performed pursuant to the policies and guidelines developed by the Tennessee Departments of  
45 Health and Education and approved by applicable regulatory or governing boards or agencies.
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Legal References:

1. T.C.A. § 49-50-1601.
2. T.C.A. § 49-50-1602.
3. TRR/MS § 0520-01-03 (5)(a)(b)(c)(d).
4. Guidelines for Use of Health Care Professionals and Health Care Procedures in a School Setting.
5. Institute for Safe Medication Practices Guidelines.

Approved as to Legal Form  
 By Knox County Law Director 1/2/2024  
 /Gary T. Dupler/Deputy Law Director

<b>Students</b>	<b>Knox County Board of Education</b>		
	<b>HIV, HIV-Related Illness and Acquired Immune Deficiency Syndrome (AIDS)</b>	Descriptor Code:	Issued:
		<b>J-353</b>	<b>7/95</b>
	Reviewed:	Revised:	
<b>12/23</b>	<b>1/22</b>		

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The Knox County School System shall strive to protect the safety and health of children and youth in our care, as well as their families, our employees, and the general public. Staff members shall cooperate with public health authorities to promote these goals.

The risk of transmitting human immunodeficiency virus (HIV) is extremely low in school settings when current guidelines are followed. The presence of a person living with HIV infection or diagnosed with acquired immune-deficiency syndrome (AIDS) poses no significant risk to others in school, day care, or school athletic settings.

**1. School Attendance**

A student with HIV infection has the same right to attend school and receive services as any other student and will be subject to the same rules and policies. HIV infection shall not factor into decisions concerning class assignments, privileges, or participation in any school-sponsored activity.

School authorities will determine the educational placement of a student known to be infected with HIV on a case-by-case basis by following established policies and procedures for students with chronic health problems or students with disabilities. Decision makers must consult with the student's physician and parent or legal guardian; respect the student's and family's privacy rights; and reassess the placement if there is a change in the student's need for accommodations or services.

School staff members will always strive to maintain a respectful school climate and not allow physical or verbal harassment of any individual or group by another individual or group. This includes taunts directed against a person living with HIV infection, a person perceived as having HIV infection, or a person associated with someone with HIV infection.

**2. Confidentiality**

Students are not required to disclose HIV infection to anyone in the education system. In accordance with Health Insurance Portability and Accountability Act (HIPAA) and Family Educational Rights and Privacy Act (FERPA) and all other applicable state and federal laws, no information regarding a student's HIV status shall ever be disclosed to any individual or organization without a court order or the informed, written, signed, and dated consent of the person with HIV infection (or the parent or legal guardian of a legal minor). The written consent must specify the recipient of the information and the purpose of the disclosure. Information pertaining to a person's HIV status shall not be faxed. HIV-related information is confidential regardless of the source, including whether the information is obtained intentionally or unintentionally from the person with HIV/AIDS or through oral, written, or electronic communication from another source.

1 Disclosure of HIV-related information could result in a loss of privacy, harassment, and  
2 discrimination. Unauthorized disclosure by employees is cause for disciplinary action, up to and  
3 including dismissal, and could lead to individual liability in addition to criminal or civil penalties  
4 against LEAs and their personnel.  
5

6 Under no circumstance shall information identifying a student with HIV/AIDS be released to the  
7 public.  
8

9 Every employee has a duty to treat as highly confidential any knowledge or speculation concerning  
10 the HIV status of a student or other staff member. Violation of medical privacy is cause for  
11 disciplinary action, criminal prosecution, and/or personal liability for a civil suit.  
12

13 No information regarding a person's HIV status will be divulged to any individual or organization  
14 without a court order or the informed, written, signed, and dated, consent of the person with HIV  
15 infection (or the parent or legal guardian of a legal minor). The written consent must specify the  
16 name of the recipient of the information and the purpose for disclosure.  
17

18 All health records, notes, and other documents that reference a person's HIV status will be kept  
19 under lock and key. Access to these confidential records is limited to those named in written  
20 permission from the person (or parent or legal guardian) and to emergency medical personnel.  
21 Information regarding HIV status will not be added to a student's permanent educational or health  
22 record without written consent.  
23

### 24 **3. Infection Control**

25  
26 All employees are required to consistently follow infection control guidelines in all settings and  
27 at all times, including playgrounds and school buses. Schools will operate according to the  
28 standards promulgated by the U. S. Occupational Health and Safety Administration for the  
29 prevention of blood borne infections. Equipment and supplies needed to apply the infection  
30 control guidelines will be maintained and kept reasonably accessible. Designee shall implement  
31 the precautions and investigate, correct, and report on instances of lapse.  
32

33 A school staff member is expected to alert the person responsible for health and safety issues if a  
34 student's health condition or behavior presents a reasonable risk of transmitting an infection.  
35

36 If a situation occurs at school in which a person might have been exposed to an infectious agent,  
37 such as an instance of blood-to-blood contact, school authorities shall counsel that person (or, if a  
38 minor, alert a parent or legal guardian) to seek appropriate medical evaluation.  
39

40 School nursing staff and any other school personnel, including transportation personnel, who  
41 perform or assist with health care procedures which may involve blood borne pathogens must be  
42 offered the Hepatitis B vaccine, have appropriate cleaning supplies, and be supplied gloves. This  
43 includes other personnel whose work requires contact with potential infectious agents.  
44

### 45 **4. HIV and Athletics**

46  
47 The privilege of participating in physical education classes, athletic programs, competitive sports,  
48 and recess is not conditional on a person's HIV status. School authorities will make reasonable  
49 accommodations to allow students living with HIV infection to participate in school-sponsored  
50 physical activities.

1 All employees must consistently adhere to infection control guidelines in locker rooms and all  
 2 plan and athletic settings. Rule books will reflect these guidelines. First aid kits must be on hand  
 3 at every athletic event.  
 4

5 All physical education teachers and athletic program staff will complete an approved first aid and  
 6 injury prevention course that includes implementation of infection control guidelines. Student  
 7 orientation about safety on the playing field will include guidelines for avoiding HIV infection.  
 8

## 9 **5. HIV Prevention Education**

10  
 11 The goals of HIV prevention education are to promote healthful living and discourage the  
 12 behaviors that put people at risk of acquiring HIV. The educational program will:  
 13

- 14 • Be taught at every level, kindergarten through grade twelve (12);
- 15 • Use methods demonstrated by sound research to be effective;
- 16 • Be consistent with community standards;
- 17 • Follow content guidelines prepared by the Centers for Disease;
- 18 • Control and Prevention (CDC);
- 19 • Be appropriate to students' developmental levels, behaviors, and cultural backgrounds;
- 20 • Build knowledge and skills from year to year;
- 21 • Stress the benefits of abstinence from sexual activity, alcohol, and other drug use;
- 22 • Include accurate information on reducing risk of HIV infection;
- 23 • Address students' own concerns;
- 24 • Include means for evaluation;
- 25 • Be an integral part of a coordinated school health program;
- 26 • Be taught by well-prepared instructors with adequate support; and
- 27 • Involve parents and families as partners in education.  
 28

## 29 **6. Education and Universal Precautions**

30  
 31 Education on Universal Precautions (Blood Borne Pathogens) and handling blood and other body  
 32 fluids shall be provided to all school personnel or volunteers who may be in a position to need.  
 33 This training addresses HIV education.  
 34

## 35 **7. Related Services**

36  
 37 Students will have access to voluntary, confidential, age and developmentally appropriate  
 38 counseling about matters related to HIV infection. School administrators will maintain  
 39 confidential linkage and referral mechanisms to facilitate voluntary student access to appropriate  
 40 HIV counseling and testing programs, and to other HIV-related services as needed. Public  
 41 information about resources in the community will be kept available for voluntary student use.  
 42

### 43 Legal References:

- 44 1. Tennessee State Board of Education Policies 4.205 and 5.300.
- 45 2. TRR 0520-01-13-.02.
- 46 3. TRR 0520-01-13-.03.
- 47 4. T.C.A. § 39-13-109.

48 Approved as to Legal Form  
 49 By Knox County Law Director 11/17/2023  
 /Gary T Dupler/Deputy Law Director

<u>Section J:</u>  <b>Students</b>	<b>Knox County Board of Education</b>		
	<b>Glucagon Administration</b>	Descriptor Term:	Descriptor Code:
			<b>J-354</b>
		Reviewed: <b>12/23</b>	Revised: <b>2/24</b>

1  
2 There must be a parent/legal guardian signature giving permission prior to training school employees.  
3 School employees who volunteer, under no duress or pressure and have been properly trained by a  
4 **Registered Nurse**, are permitted to administer Glucagon in emergency situations to a student based on  
5 the medical order. There is no limit to the number of employees who may be trained to administer  
6 Glucagon, but the school nurse should seek to train at least two (2) willing school employees. If the school  
7 nurse is on site and available to assist, the school nurse must provide any needed diabetes assistance.<sup>1</sup> In  
8 addition, the Registered Nurse has primary responsibility for updating the student’s Individualized Health  
9 Plan (IHP) and maintaining all student health records.

10  
11 Any employee assisting with the administration of glucagon shall not be liable in any court of law for  
12 injury resulting from the reasonable and prudent assistance in the administration of glucagon or the  
13 reasonable performance of the health care procedures, if performed pursuant to the policies and guidelines  
14 developed by the Tennessee Departments of Health and Education and approved by applicable regulatory  
15 or governing boards or agencies.

16  
17 **DEFINITION OF GLUCAGON**

18  
19 Glucagon is a hormone that causes the liver to release sugar into the blood. It is used to raise the blood  
20 sugar when a student is unable to take liquids or food by mouth because of severe sleepiness,  
21 unconsciousness, or seizure activity. Glucagon is an emergency medication, given by needle and syringe.  
22 It should be given immediately in the event of severe hypoglycemia.

23  
24 **TRAINING**

- 25  
26 1. Review medical order for Glucagon administration and parent/legal guardian permission.  
27  
28 2. The volunteer must complete an in-depth diabetes-related training recognizing signs and  
29 symptoms of hypoglycemia or hyperglycemia and respond with student-specific interventions.  
30 This training must be completed annually, and competencies shall be documented at least twice a  
31 year in the employee’s personnel file.  
32  
33 3. The volunteer must be able to describe Glucagon's purpose, storage, preparation, dosage, and  
34 follow up care.  
35  
36 4. The volunteer or designee will notify EMS/911, parents/legal guardian and the school nurse any  
37 time Glucagon is administered to any diabetic student.  
38  
39 5. The volunteer must document the diabetic episode on an incident report vial school stream.  
40  
41 6. Training will be provided until competency is demonstrated and retraining shall be completed on  
42 a yearly basis. Training will be documented and include a skills checklist, instructor's name,



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trainee's name, date of training, and documentation of competency of trainee to administrator Glucagon. A copy of the trainee's competency training form will be kept in the employee's personnel file.

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Legal Reference:

1. T.C.A. § 49-50-1602.

Approved as to Legal Form  
By Knox County Law Director 1-2-2024  
*/Gary T. Dupler/Deputy Law Director*

<u>Section J:</u>  <b>Students</b>	<b>Knox County Board of Education</b>		
	<b>Descriptor Term:</b>  <b>Guidelines for Managing Life-Threatening Allergies</b>	Descriptor Code:	Issued:
		<b>J-355</b>	<b>7/95</b>
		Reviewed:	Revised:
	<b>12/23</b>	<b>2/24</b>	

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Allergies to food or other substances are an immune system reaction that occurs soon after eating a certain food or other substances. The immune system produces antibodies to those specific foods or substances. The immune system response can produce a series of chemical triggers as part of the allergic reaction and in some instances can affect the respiratory system, cardiovascular system, skin, and the gastrointestinal system. Symptoms may range from mild to severe and may be life threatening.

School personnel who volunteer under no duress or pressure, and have been properly trained by a Registered Nurse are permitted to administer epinephrine when the school nurse is not available. If a student does not have an epinephrine auto injector and/or a prescription, the school nurse or trained personnel may administer the school’s independent supply of epinephrine when responding to an anaphylactic reaction. If a student is injured due to the administration of epinephrine by a school nurse or other trained personnel, they shall not be held responsible for the injury unless administered with an intentional disregard for safety. Each school shall maintain at least two (2) unlocked secure epinephrine auto injector locations, including but not limited to, the school office and school cafeteria.

**GUIDELINES**

- A student with anaphylaxis is entitled to possess and self-administer prescription anaphylaxis medication while on school property or at a school-related event if:
  - 1) The prescription anaphylaxis medication has been prescribed for that student as indicated by the prescription label on the medication;
  - 2) The self-administration is done in compliance with the prescription or written instructions from the student’s health care provider or other licensed health care provider; and
  - 3) A written statement, signed by the parent, in which the parent releases the school district and its employees and agents from liability for an injury arising from the student’s self-administration of prescription anaphylaxis medication while on school property or at a school-related event or activity except in cases of wanton or willful misconduct.
- The parent provides to the school written authorization, signed by the parent for the student to self-administer prescription anaphylaxis medication on school property or at a school-related event or activity.
- The school nurse or principal shall maintain a record for each student at risk for anaphylaxis.
- If a student utilizes the epinephrine auto-injector other than as prescribed, he/she may be subject to disciplinary action.

- 1 • Development of strategies to reduce the risk of exposure to anaphylactic causative agents in
- 2 classrooms and common areas such as the cafeteria.
- 3
- 4 • Dissemination of information on life-threatening allergies to school staff, parents, and students if
- 5 the parent or legal guardian provides consent.
- 6
- 7 • Development of an Individual Health Plan (IHP) and/or 504 tailored to the need of each individual
- 8 child at risk for anaphylaxis to include all school-sponsored events.
- 9
- 10 • Development of a communication strategy between individual schools and local providers of
- 11 EMS, including appropriate instruction for emergency medical responses.
- 12
- 13 • Procedure for the dissemination of information on life threatening allergies to food or other
- 14 substances to school staff, parents, and students, if appropriate under law.
- 15
- 16 • Procedure for timely accessibility of epinephrine by school personnel when the nurse is not
- 17 immediately available.
- 18
- 19 • Students with a known diagnosis of anaphylaxis must have a written and signed statement from
- 20 the student's licensed health care provider that supports:
- 21
- 22 a. Diagnosis of anaphylaxis
- 23 b. Identification of food or other substances to which the student is allergic
- 24 c. Indication of prior history of anaphylaxis
- 25 d. List any medications prescribed for the child for the treatment of anaphylaxis
- 26 e. Lists the signs and symptoms of a reaction
- 27 f. Recommendation of emergency treatment procedures in the event of a reaction
- 28 g. Provide a list of substitute meals that may be offered by school food service personnel
- 29 h. Assess the student's readiness for self-administration of prescription medication.
- 30 i. Completion of Knox County Schools Allergy/Anaphylaxis Allergy Action Plan to include
- 31 substitute meals and self- administration readiness
- 32

#### 33 Food Allergy and Anaphylaxis Training:

- 34
- 35 • Provide an overview of food allergies
- 36 • Review signs and symptoms of food allergy and anaphylaxis
- 37 • Discuss indications for contacting EMS (911)
- 38 • Explain medications for allergy and anaphylaxis
- 39 • Train, practice and evaluate staff with an epi-pen trainer
- 40 • Discuss best practices for preventing exposure to food allergens
- 41 • Delineate communication process during medical emergencies including who to contact for help
- 42 in an emergency
- 43 • Document training and evaluation of training
- 44 • Periodically provide training updates as needed
- 45 • Training must be completed annually
- 46

47 The principal of each school, in conjunction with the school nurse, shall be responsible for the

48 implementation and administration of an Emergency Food Allergy Response Plan that focuses on

49 prevention and an appropriate response procedure should an emergency occur.

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Legal Reference:

1. Tennessee State Board of Education Policy 4.205.
2. T.C.A. § 49-50-1602 (e) and (f).

Approved as to the Legal Form  
By Knox County Law Director 1/2/2024  
*/Gary T. Dupler/Deputy Law Director*

<b>Students</b>	<b>Knox County Board of Education</b>			
	<b>Student Communicable Diseases</b>	Descriptor Term:	Descriptor Code:	Issued:
			<b>J-357</b>	<b>7/95</b>
		Reviewed:	Revised:	
	<b>12/23</b>	<b>1/22</b>		

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Any student who is infected with or suspected of having measles, rubella, mumps, chicken pox and other illnesses designated by the local health officer shall be excluded from school. The parent/legal guardian of the student shall inform the appropriate school official to ensure that precautions can be implemented.

In the event a student is suspected of having a communicable disease, school personnel shall:

1. Follow the recommendations of the local health officer or other designee.
2. Exclude the student from school until medical documentation is obtained from a licensed health care provider stating the illness is no longer communicable.
3. Notification of Knox County Schools Health Services.

Periodic medical examinations may be requested for any student who is confirmed to have a long-term communicable disease. Students diagnosed with long-term communicable disease shall be referred to Homebound Services.

A student shall not be denied an education solely because of his/her diagnosis. The student’s educational program shall be restricted only to the extent necessary to minimize health risk.

Information including names, records, reports, and/or correspondence and any other identifying information for any individual student shall be maintained in confidence.

All health care providers and other persons knowing of a suspected case of a reportable disease or event shall report that occurrence to the Tennessee Department of Health in the time and manner required in the “List of Reportable Disease and Reporting Mechanisms” as set forth by the Commissioner.

**Universal Precautions**

All school district personnel shall be advised of routine procedures to follow in handling body fluids. These procedures shall provide simple and effective precautions against transmission of diseases to persons potentially exposed to the blood or other body fluids of another individual. These procedures shall be standard health and safety practices and will be applied universally.

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Legal References:

1. TRR § 0520-01-13-.01.
2. TRR § 1200-14-01-.24.

Approved as to Legal Form  
By Knox County Law Director 11/17/2023  
/Gary T. Dupler/Deputy Law Director

<u>Section:</u>  <b>Students</b>	<b>Knox County Board of Education Policy</b>		
	<b>Adrenal Insufficiency</b>	Descriptor Term:	Descriptor Code:
		Descriptor Code:	Issued:

<b>Adrenal Insufficiency</b>	Descriptor Code: <b>J-358</b>	Issued: <b>11/17</b>
	Reviewed: <b>12/23</b>	Revised: <b>2/24</b>

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Adrenal insufficiency occurs when the adrenal glands do not produce enough hormones. These hormones include cortisol, sometimes called a “stress hormone,” which is essential for life.

Adrenal crisis is a sudden, severe worsening of symptoms associated with adrenal insufficiency. Symptoms include severe pain in the lower back, abdomen or legs, vomiting, diarrhea, dehydration, low blood pressure or a loss of consciousness.

An employee who has successfully completed educational training in the treatment of adrenal insufficiency as described in subsection (d) of Tennessee Code Annotated §49-50-1603 may receive from the parent or legal guardian of a student a medication that treats adrenal insufficiency and that is prescribed by a healthcare professional who has appropriate prescriptive privileges and is licensed under Title 63, as well as the necessary paraphernalia for administration. The employee may possess the medication and administer the medication to the student for whom the medication is prescribed if the student is suffering an adrenal crisis in an emergency situation when a licensed healthcare professional is not immediately available, provided the parent or legal guardian of the student has provided written permission. Written permission should be kept on file in the student’s record.

Education training on the treatment of adrenal insufficiency, as required by state law, shall be conducted under the supervision of a physician or nurse practitioner. The training may be conducted by a registered nurse.

**Training:**

1. School personnel trainee must successfully complete an adrenal insufficiency training recognizing the signs and symptoms of an adrenal crisis responding with student-specific interventions.
2. General information about adrenal insufficiency and the dangers associated with adrenal insufficiency.
3. Review the medication order and confirm parent/legal guardian permission.
4. School personnel trainee will be able to describe the types of medications available for treating adrenal insufficiency and an adrenal crisis.
5. School personnel trainee must be able to properly administer the medication used to treat an adrenal crisis to include drug preparation, documentation and follow-up care.
6. School personnel trainee will notify or delegate notification of EMS/911, parents/legal guardian and school nurse anytime adrenal crisis medication is administered.

1 An employee administering the medication or performing health care procedures related to the  
 2 administration of medication that treats adrenal insufficiency and a board of education authorizing the  
 3 administration of medications or the performance of health care procedures related to adrenal  
 4 insufficiency shall not be liable in any court of law for injury resulting from the administration of such  
 5 medication or the performance of any related health care procedure if administered or performed in  
 6 accordance with this section.

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42 Legal Reference:

- 43 1. T.C.A. § 49-50-1603.

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 46 Approved as to Legal Form  
 47 By Knox County Law Director 1/2/2024  
 48 /Gary T. Dupler/Deputy Law Director  
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<u>Section J:</u>  <b>Students</b>	<b>Knox County Board of Education</b>			
	<b>Private Practitioners</b>	Descriptor Term:	Descriptor Code:	Issued:
			<b>J-359</b>	<b>6/23</b>
			Reviewed:	Revised:
	<b>3/24</b>			

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Knox County Schools recognizes that parents/legal guardians may choose to independently contract with private practitioners to access additional medical services which are outside of the student’s educational program. The provision of services through outside providers during the school day may only be allowed with approval from the KCS Supervisor of Health Services.

The additional services provided are not part of the student’s educational program, are paid for by the parent/legal guardian, are not a requirement of FAPE (free and appropriate public education) and are the choice of the parent/legal guardian. Services provided by private practitioners under this policy are unrelated to, and not required to meet, the IEP, 504 or any other learning plan. Services provided under this policy do not apply to or supersede determinations made by IEP/504 teams. Specifically, the cost of all additional services provided to a student shall be the sole responsibility of the parent or legal guardian, individually by direct payment or through an applicable health insurance policy, Medicaid, or other third-party payor, that has made funds available for the payment for the services provided. The Board of Education and Knox County Schools will not be responsible for payment for the services.<sup>1</sup>

This option of the parent/legal guardian can be extended when documentation is provided to establish the service as a medical requirement and does not disrupt the education of the student or his/her peers. A service will be deemed a “medical requirement” if adequate documentation from a licensed professional in the field of the service to be provided deems the service necessary for the student, and such documentation is provided to the KCS Supervisor of Health Services.

Services obtained through private practitioners or non-employees being in contact with children in school buildings who have obtained appropriate clearance include, but are not limited to, the following:

- Psychologist
- Speech Language Pathologist
- Music Therapist
- Physical Therapist
- Mental Health Therapist
- Board Certified Behavior Analyst/Registered Behavior Technician/Behavior Technician
- Social Worker
- Occupational Therapist

Private practitioners may only provide services during the school day consistent with their profession and pursuant to this policy.

Appropriate paperwork should be completed and on file, and the principal or designee should be aware of all practitioners/providers in the building or on the grounds. Private practitioners provide services under the supervision of the principal or his/her designee and are expected to follow all school-based procedures while on campus. Families, private practitioners, and agencies must adhere to all Board of Education



1 policies and procedures, as well as handbook rules and regulations unique to each school, when accessing  
2 students on school campuses.

3  
4 Private practitioners and organizations must provide a current, satisfactory certificate of insurance  
5 indicating coverage for commercial general liability, including sexual abuse/molestation, and automobile  
6 liability with limits not less than one million dollars (\$1,000,000.00) for each occurrence. The Knox  
7 County Board of Education shall be included as an additional insured.

8  
9 Organizations shall maintain worker's compensation insurance of at least the statutory limits as required  
10 by the State of Tennessee or other applicable laws and employer's liability insurance with limits of not  
11 less than one hundred thousand dollars (\$100,000.00). Private practitioners shall not be employees of  
12 Knox County Schools. Instead, they are independent contractors and will not be covered under any  
13 worker's compensation policies for Knox County Schools employees.

14  
15 All private practitioners must submit to a fingerprint TBI Criminal Background Check with results  
16 released directly to Knox County Schools. The private practitioner will bear all costs of such background  
17 check and other preemployment screens. Prior to being allowed entry pursuant to this policy, Knox  
18 County Schools must approve the results of the background check consistent with approval of employees  
19 of Knox County Schools.

20  
21 Private practitioners and organizations, on behalf of employees, must provide a current, appropriate  
22 licensure identification number issued by the State of Tennessee, if applicable.

23  
24 Parental Consent must be granted by the parent/legal guardian to allow access to each student for each  
25 individual practitioner unless the student is an adult or otherwise authorized by Tennessee law to consent  
26 to their own medical treatment. Such documentation shall include, but not be limited to, a parental/legal  
27 guardian approved consent to release information form between the provider and the Board of Education.

28  
29 To the extent that a private practitioner has access to confidential student and teacher data, including  
30 personally identifiable information (PII), Knox County Schools and the private practitioner recognize that  
31 the unauthorized disclosure of PII is prohibited by federal and state law, including, but not limited to, the  
32 Federal Educational Rights and Privacy Act of 1974 ("FERPA"), the Tennessee Data Accessibility,  
33 Transparency and Accountability Act ("DATAA"), Individuals with Disabilities Education Act  
34 ("IDEA"), and the National School Lunch Act.<sup>2,3,4,5</sup>

35  
36 The Board designates the Director of Schools to establish and enforce sanctions, including but not limited  
37 to termination of a provider's authorization to provide services on any school campus, against private  
38 practitioners for failure to comply with the provisions of this policy, and/or any other Knox County Board  
39 of Education Policy, Procedure, and/or any other applicable legal or procedural requirements.

40  
41 **Process:**

- 42 1. Parent/Legal Guardian submits a request to the Supervisor of Health Services.
- 43 2. Parent/Legal Guardian submits a medical release.
- 44 3. Parent/Legal Guardian submits documentation from licensed medical provider stating necessity  
45 of services and rationale for provision of services during school hours
- 46 4. Parent/Legal Guardian submits proof of insurance or acknowledgement of financial  
47 responsibility.
- 48 5. Parent/Legal Guardian submits consent form.
- 49 6. Provider submits proof of insurance.
- 50 7. Provider submits background check information.

- 1 8. Provider submits proof of appropriate certification.
- 2 9. Provider submits confidentiality agreement.
- 3 10. Provider submits service agreement.
- 4 11. Parent/Legal Guardian and provider must update the above information and receive renewed
- 5 authorization annually.

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Legal References:

- 1. Public Law 101-336 (Americans with Disabilities Act); 42 U.S.C. §12101.
- 2. 20 U.S.C. § 1232g; 34 CFR Part 99.
- 3. T.C.A. § 49-1-701.
- 4. 20 U.S.C. § 1400.
- 5. National School Lunch and Child Nutrition Act Amendments of 1974.

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

<b>Students</b>	<b>Section J:</b>		
	<b>Knox County Board of Education</b>		
	Descriptor Term:	Descriptor Code:	Issued:
	<b>Student Psychological Services</b>	<b>J-360</b>	<b>7/95</b>
	Reviewed:	Revised:	
	<b>12/23</b>	<b>2/24</b>	

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The Director of Schools shall develop and support a program for making psychological services accessible to all students.<sup>1</sup> School psychologists will collaborate with and support students, families, staff, and other stakeholders through consultation, problem solving, and direct assessment of students.

A school psychologist in the Knox County School System may be called upon to provide the following services:

- 1) Conduct classroom observations;
  - 2) Conduct psychological and academic assessments and review results with all stakeholders through a written report;
  - 3) Participate in collaborative meetings (e.g., S-Teams, data team meetings, and IEP meetings) by reviewing and interpreting student data;
  - 4) Consult with school staff about functional behavior assessments and behavior intervention plans;
  - 5) Conduct suicide and/or threat assessments when needed; and
- Participate and provide continued professional development at the school and district level.

School psychologists shall respect the right of privacy of the students. Confidentiality shall be maintained by the psychologists except:

1. Where exchange of information is governed by FERPA;<sup>2</sup>
2. Where there is a clear and present danger to the student or other persons;
3. To consult with another psychologist when it is in the best interests of the student; or

When a psychologist is in doubt about what information to release in a judicial proceeding, the psychologist shall consult with the Board attorney.

Legal Reference:

1. TRR/MS 0520-1-3-.08(1)(c).
2. 20 U.S. Code Annotated § 1232g.

Approved as to Legal Form  
By Knox County Law Director 1/2/2024  
*/Gary T. Dupler/Deputy Law Director*

<b>Students</b>	<b>Section J:</b>		
	<b>Knox County Board of Education</b>		
	Descriptor Term:	Descriptor Code:	Issued:
	<b>School Social Work Services</b>	<b>J-370</b>	<b>7/95</b>
	Reviewed:	Revised:	
	<b>12/23</b>	<b>2/24</b>	

1 Each school shall provide a social service program for all students through the cooperative efforts of the  
2 principal, teachers, and school social worker.<sup>1</sup>

3  
4 The program of social services shall reflect responsibility for attendance and school/home problems that  
5 adversely affect pupil progress. The school social worker may be involved in the following ways:

- 6 1. Improve communication between the school and the home;
- 7
- 8 2. Act as a child and family advocate and provide liaison services between agencies and the school  
9 and parents;
- 10
- 11 3. Provide necessary information to families on services available and methods of obtaining such  
12 services;
- 13
- 14 4. Make home visits where a lack of information exists with reference to a child's problems;
- 15
- 16 5. Work closely with Juvenile Court concerning excessive absence cases and other school related  
17 matters;
- 18
- 19 6. Maintain close contact with Department of Children’s Services concerning child abuse, neglect,  
20 and dependency cases;
- 21
- 22 7. Work closely with school-based support teams (Whole Child Support Team, S-Teams, IEP  
23 Teams, etc.) upon request;
- 24
- 25 8. Provide information on community agencies and resources;
- 26
- 27 9. Process referrals for emergency food and/or clothing.
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 Legal Reference:  
35 1. TRR/MS § 0520-1-3-.08(1)(d).  
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38 Approved as to Legal Form  
39 By Knox County Law Director 1/2/2024  
40 /Gary T. Dupler/Deputy Law Director  
41

<u>Section J:</u>  <b>Students</b>	<b>Knox County Board of Education</b>			
	<b>Supervision of Students</b>	Descriptor Term:	Descriptor Code:	Issued:
			<b>J-380</b>	<b>7/95</b>
		Reviewed:	Revised:	
	<b>12/23</b>	<b>11/13</b>		

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Students shall be under the supervision of school personnel, either certified or classified,<sup>1</sup> at all times, including play periods and lunch periods, as well as, during the school day and during extracurricular activities.

The principal shall assign students to school personnel and ensure proper supervision.

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Legal Reference:

1. T.C.A. § 49-2-303.

Approved as to Legal Form  
By Knox county Law Director 11/17/2023  
*/Gary T. Dupler/Deputy Law Director*

Section J:

# Knox County Board of Education

Students

Descriptor Term:

**Child Custody/Parental  
Access**

Descriptor Code:

**J-390**

Issued:

**10/96**

Reviewed:

**12/23**

Revised:

**1/22**

1  
2 The Board presumes that the person who enrolls a student in school is the student's custodial parent or  
3 legal guardian. Unless a Tennessee court, or other recognized state court of competent jurisdiction,  
4 specifies otherwise, the custodial parent/legal guardian shall be the one whom the school district holds  
5 responsible for the education and welfare of that child.<sup>1</sup>

6  
7 Parents or legal guardians shall have the right to receive information contained in school records  
8 concerning their minor child.<sup>2</sup> The Board, unless informed otherwise, assumes there are no restrictions  
9 regarding the noncustodial parent's right to be kept informed of the student's progress through educational  
10 records. If restrictions are made relative to the rights of the non-custodial parent, the custodial parent shall  
11 be requested to submit a certified copy of the court order which curtails these specific rights. With regard  
12 to parents/legal guardians who are divorced, separated, and/or parents who have never been married, it  
13 shall be the responsibility of both parents/legal guardians to provide the school an accurate copy of the  
14 current applicable Parenting Plan.

15  
16 Unless there are specific court-imposed restrictions, the non-custodial parent, upon request, shall be given  
17 access to all of the student's educational records including but not limited to the student's cumulative file  
18 and the student's special education file, if applicable.<sup>3</sup>

19  
20 No principal or teacher shall permit a change in the physical custody of a child at school unless:

- 21  
22 1. The person seeking custody of the child presents the school official with a certified copy of a valid  
23 court order from a Tennessee court, or other recognized state court of competent jurisdiction,  
24 designating the person who has custody of the child;<sup>1</sup> and  
25  
26 2. The person seeking custody gives the school official reasonable advance notice of his/her intent  
27 to take custody of the child at school<sup>4</sup>

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33 Legal References:

- 34 1. T.C.A. § 36-6-201, et seq.  
35 2. 20 U.S.C. § 1232g (Family Educational Rights and Privacy Act of 1974).  
36 3. T.C.A. § 49-6-902.  
37 4. T.C.A. § 36-6-105.

38 Approved as to Legal Form  
39 By Knox County Law Director 11/17/2023  
40 /Gary T. Dupler/Deputy Law Director  
41

<b>Students</b>	<b>Section J:</b>		
	<b>Knox County Board of Education</b>		
	Descriptor Term:	Descriptor Code:	Issued:
	<b>Power of Attorney for Care of a Minor Child</b>	<b>J-391</b>	<b>10/03</b>
	Reviewed:	Revised:	
	<b>12/23</b>	<b>1/22</b>	

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A parent or parents of a minor child may delegate to any adult person residing in this state temporary care giving authority regarding the minor child when hardship prevents the parent or parents from caring for the child. This authority may be delegated without the approval of a court by executing in writing a power of attorney for care of a minor child on a form provided by the Department of Children's Services. Hardships may include but are not limited to:

- (1) The serious illness or incarceration of a parent or legal guardian;
- (2) The physical or mental condition of the parent or legal guardian or the child is such that care and supervision of the child cannot be provided;
- (3) The loss or uninhabitability of the child's home as the result of a natural disaster;
- (4) The need for medical or mental health treatment (including substance abuse treatment) by the parent or legal guardian; or
- (5) Other significant hardship recognized by Tennessee law.

The power of attorney for care of the minor child shall be signed and acknowledged before a notary public by the parent. The term "parent" includes a legal guardian or legal custodian of the minor child.<sup>1</sup>

The instrument providing for the power of attorney shall be executed by both parents, if both parents are living and have legal custody of the minor child and shall state with specificity the details of the hardship preventing the parent for caring for the child.<sup>2</sup>

Through the power of attorney for care of a minor child, the parent may authorize the caregiver to perform the following functions without limitation: enroll the child in school and extracurricular activities; obtain medical, dental, and mental health treatment for a child; and provide for the child's food, lodging, housing, recreation, and travel.

- (a) The caregiver shall have the right to enroll a minor child in the school system serving the area where the caregiver resides. The school system shall allow a caregiver to enroll a minor child but, prior to enrollment, may require documentation of the minor child's residence with a caregiver or documentation or other verification of the validity of the stated hardship.
- (b) Any adult accepting the power of attorney, as well as the parent, legal guardian, or other legal custodian, who enrolls a student in a school system while fraudulently representing the child's current residence or the parent's hardship or circumstances for issuing the power of attorney, is liable for restitution to the school district for an amount equal to the per pupil expenditure for the district in which the student fraudulently enrolled. Restitution shall be cumulative for each year the child has been fraudulently enrolled in the system.<sup>3</sup>

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Except where limited by federal law, the caregiver shall be assigned the rights, duties, and responsibilities that would otherwise be assigned to the parent, legal guardian, or legal custodian pursuant to Tennessee Code Annotated Title 49.

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Legal References:

- 1. T.C.A. § 34-6-302.
- 2. T.C.A. § 34-6-303.
- 3. T.C.A. § 34-6-304.

Approved as to Legal Form  
By Knox County Law Director 11/17/2023  
*/Gary T. Dupler/Deputy Law Director*



<u>Section J:</u>  <b>Students</b>	<b>Knox County Board of Education Policy</b>			
	<b>Students in Foster Care</b>	Descriptor Term:	Descriptor Code:	Issued:
			<b>J-392</b>	<b>6/17</b>
		Reviewed:	Revised:	
	<b>12/23</b>	<b>2/24</b>		

1  
2 Knox County Schools shall provide all students in foster care, to include those awaiting foster care  
3 placement, with a free and appropriate public education. Knox County Schools shall designate a Foster  
4 Care Liaison and that person shall have contact information listed on the Knox County Schools website.<sup>6</sup>  
5

6 **ENROLLMENT**

7  
8 Students in foster care, include those awaiting foster care placement, shall be immediately enrolled upon  
9 receipt of the Educational Passport and School Notification Form, even if the student is unable to produce  
10 records normally required for enrollment (i.e. academic records, immunization records, health records,  
11 proof of residency) or missed the district’s application or enrollment deadlines.<sup>1</sup>  
12

13 **PLACEMENT**

14 The district and the child welfare agency shall determine whether placement in a particular school is in a  
15 student’s best interest. Other parties, including the student, foster parents, and biological parents (if  
16 appropriate), shall be consulted. If the child has an IEP or a Section 504 plan, then the relevant school  
17 staff members shall participate in the best interest decision process. This determination shall be made as  
18 quickly as possible to prevent educational disruption.  
19

20 Placement shall be determined based on the student’s best interest. At all times, a strong presumption that  
21 keeping the student in the school of origin is in the student’s best interest shall be maintained.<sup>2</sup> For the  
22 purposes of this policy, school of origin shall mean the school in which the student was enrolled, including  
23 a preschool/pre-k program, at the time of placement in foster care or at the time of a placement change if  
24 the student is already placed in foster care.<sup>3</sup>  
25

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

- 28 1. Preferences of the student;
- 29 2. Preferences of the student’s parent(s) or education decision maker(s);
- 30 3. The student’s attachment to the school, including meaningful relationships with staff and peers;
- 31 4. Placement of the student’s siblings;
- 32 5. Influence of the school climate on the student, including safety;
- 33 6. The availability and quality of the services in the school to meet the student’s educational needs;
- 34 7. History of school transfers and how they have impacted the student;
- 35 8. How the length of the commute would impact the student;
- 36 9. Whether the student is receiving special education and related services, and if so, the availability  
37 of those required services in a school other than the school of origin; and
- 38 10. Whether the student is an EL and is receiving language services, and, if so, the availability of  
39 those required services in a school other than the school of origin.  
40

41 Transportation costs should not be considered when determining a student’s best interest.  
42

1 If it is not in the student’s best interest to attend the school of origin, the Foster Care Liaison or  
2 Superintendent’s designee shall provide a written explanation of the reasons for the determination. The  
3 written explanation shall include a statement regarding the right to appeal the placement decision. If the  
4 placement decision is appealed, the district shall refer the student to the district coordinator for children  
5 in foster care, who shall carry out the dispute resolution process as expeditiously as possible and in  
6 accordance with the law.<sup>2</sup> Until the dispute is resolved, to the extent feasible, the student shall remain in  
7 his/her school of origin.<sup>2</sup>

8 **TRANSPORTATION<sup>3,4</sup>**

9  
10 The district shall collaborate with the local child welfare agency to develop and implement clear and  
11 written procedures governing how transportation to a student’s school of origin shall be provided,  
12 arranged, and funded. This transportation will be provided for the duration of the student’s time in  
13 foster care.

14  
15 The superintendent of schools shall develop administrative procedures to provide for transportation of  
16 students in foster care.<sup>5</sup> These procedures must ensure that:

- 17 1. Students in foster care needing transportation to their schools of origin will promptly receive
- 18 that transportation in a cost-effective manner and in accordance with federal law; and
- 19 2. If there are additional costs incurred in providing transportation to the school of origin, the
- 20 district will provide such transportation if:
- 21 a. the local child welfare agency agrees to reimburse the district for the cost of such
- 22 transportation;
- 23 b. the district agrees to pay for the cost; or
- 24 c. the district and local child welfare agency agree to share the cost.<sup>4</sup>
- 25
- 26

27 The district will ensure that a student in foster care, to include a student awaiting foster care placement,  
28 remains in his/her school of origin while any disputes regarding transportation costs are being resolved.

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**Legal References:**

- 34 1. Elementary and Secondary Education Act (ESEA), as amended by ESSA (Pub. L. 114-95) § 1111(g)(1)(ii)-(iii).
- 35 2. Elementary and Secondary Education Act (ESEA), as amended by ESSA (Pub. L 114-95) § 1111(g)(1)(E)(i)-(iv).
- 36 3. Elementary and Secondary Education Act (ESEA), as amended by ESSA (Pub. L 114-95) § 1111(g)(1)(E).
- 37 4. Elementary and Secondary Education Act (ESEA), as amended by ESSA (Pub. L 114-95) § 1112(c)(5); § 475(4)(A) of the Social
- 38 Security Act, 42 U.S.C. § 675(4)(A).
- 39 5. Elementary and Secondary Education Act (ESEA), as amended by ESSA (Pub. L 114-95) § 1112(c)(5)(B)(i).
- 40 6. T.C.A. § 49-6-3901.

41 **Cross References:**

- 42 • Attendance 6.200.
- 43 • School Admissions 6.203.
- 44

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46 **Approved as to Legal Form**  
47 **By Knox County Law Director 1/2/2024**  
48 */Gary T. Dupler/Deputy Law Director*  
49

<u>Section J:</u>  <b>Students</b>	<b>Knox County Board of Education</b>		
	<b>Child Abuse and Neglect</b>	Descriptor Term:	Descriptor Code: Issued:
			<b>J-400</b> <b>7/95</b>
		Reviewed:	Revised:
	<b>12/23</b>	<b>8/22</b>	

1  
2 In accordance with Tennessee Law, Knox County Schools acknowledges its responsibility to require  
3 employees to immediately report cases of verified or suspected child abuse and neglect.<sup>1</sup> KCS provides  
4 child abuse training to all employees working directly with students. Individuals who have reasonable  
5 cause to know or suspect that any child has been abused or neglected are, by statute, responsible for  
6 immediately reporting such suspicions directly to the Department of Children’s Services.  
7

8 All Knox County Schools personnel are required to immediately report suspected child abuse or neglect.  
9 Each Knox County School shall designate a Child Abuse Coordinator and an Alternate Child Abuse  
10 Coordinator. The Director of School Culture shall maintain a list of Child Abuse and Alternate Child  
11 Abuse Coordinators including the name of each school and assigned coordinators throughout Knox  
12 County Schools. This list shall be updated at least annually. When a report is made, the information  
13 should include, to the extent known by the reporter, the name, address, telephone number of the child and  
14 parents or legal guardian, birthdate (age) of the child and present whereabouts of the child, if not at home.  
15 The following procedures for reporting cases are designated:

16

17 1. Reporting Procedures

18

19 a. Suspected child abuse and/or neglect by someone other than a Knox County Schools  
20 employee.

21

22 (1) The employee must immediately report the suspected child abuse or neglect to:

23

24 (a) The Department of Children’s Services (DCS) or the Chief Law Enforcement Officer.  
25 (b) The Child Abuse Coordinator or Alternate Child Abuse Coordinator; and  
26 (c) Knox County Schools Security Department

27

28 (2) A Knox County Schools Suspected Child Abuse and Neglect Referral form should be  
29 completed and maintained separately from the educational record in a secured location  
30 designated by the principal and Child Abuse Coordinator. The Child Abuse Coordinator  
31 (or Alternate if the Coordinator is not available) or principal shall serve as the liaison to  
32 the Department of Children Services and law enforcement.  
33

34 b. Suspected child abuse and/or neglect by a Knox County Schools employee, former employee,  
35 or person otherwise affiliated with a school.

36

37 (1) The employee must immediately report the suspect child abuse or neglect to:

38

39 (a) The Department of Children Services (DCS) and/or the Chief Law Enforcement  
40 Officer;  
41 (b) The Child Abuse Coordinator, Alternate Child Abuse Coordinator, and the school  
42 principal, Human Resources, or other appropriate system administrators. DCS or Law

Enforcement may be notified first with notification to the Child Abuse Coordinator as soon as possible thereafter.

(2) After waiting twenty-four (24) hours (i.e. business day) from the initial reporting, the Principal, in conjunction with the Human Resources Department, shall begin the investigation via a team approach. Determination of the team members shall be made on a case-by-case basis, which would be sensitive to gender issues.

c. With either procedure, a copy of Knox County Schools' documentation for reporting procedures shall be sent to the local court system, the law enforcement agencies, and the Department of Children Services.

School employees of any type, including but not limited to the Child Abuse Coordinator, shall not provide any information relevant to the suspected child abuse or child sexual abuse to the child's parent or legal guardian, and must refer any questions from the child's parent or legal guardian to the Department of Children's Services and/or the investigating law enforcement agency.<sup>10</sup>

An exception to parental notification does exist when all the following factors are present: 1) federal law mandates disclosure (i.e., Title IX investigation); 2) the parent or legal guardian is not alleged to be the perpetrator or in any way complicit in the abuse or neglect; and 3) the notification is done in conjunction with the Tennessee Department of Children's Services.<sup>10</sup>

The alleged perpetrator of the child abuse or neglect should not be notified that a report of abuse has been made or that there is a pending investigation by the Child Abuse Coordinator, or otherwise, unless compelling reasons exist to do so.

By law, the person reporting in good faith shall be immune from any civil or criminal action and his/her identity shall remain confidential except when the juvenile court determines otherwise.

In cases of suspected abuse and/or neglect, the law requires the school system to provide all school records to the Tennessee Department of Children's Services, juvenile court judge, or the police if requested. This includes any surveillance videos depicting suspected child sexual abuse instances on Knox County Schools property, on a school bus, or at Knox County Schools-sponsored events. Parental permission is unnecessary as the Family Rights and Privacy Act (FERPA) creates an exception for information released "in connection with a health or safety emergency".

Legal References:

1. T.C.A. § 37-1-403.
2. T.C.A. § 37-1-403(h).
3. T.C.A. § 37-1-419.
4. T.C.A. § 37-1-410.
5. T.C.A. § 37-1-605.
6. T.C.A. § 37-1-605(d)(1).
7. T.C.A. § 37-1-602(d)(2).
8. T.C.A. § 10-7-504.
9. Federal Education Rights and Privacy Act (FERPA) 20 U.S.C. § 1232g, 34 CFR § 99.31 (a)(10).
10. T.C.A. § 49-6-1601.

Approved as to Legal Form  
By Knox County Law Director 11/17/2023  
*/Gary T. Dupler/Deputy Law Director*

<u>Section J:</u>  <b>Students</b>	<b>Knox County Board of Education Policy</b>		
	<b>Descriptor Term:</b>  <b>Married and/or Pregnant Students</b>	Descriptor Code:	Issued:
		<b>J-410</b>	<b>7/95</b>
		Reviewed:	Revised:
	<b>12/23</b>	<b>2/24</b>	

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Married students, pregnant students, and student-parents shall have the same educational opportunities—curricular and extracurricular—as all other students.<sup>1</sup> They shall be expected to assume the same responsibilities and abide by the same rules and regulations governing all students. Pregnant students must be provided with reasonable academic adjustments and/or accommodations. More information regarding married, pregnant, or parenting students can be requested via email to [titleix@knoxschools.org](mailto:titleix@knoxschools.org).

These students shall be allowed to represent their school in all school activities. They shall further be eligible for elected offices and for receiving school honors and awards.

Upon verification by a physician that the pregnancy has reached a stage where the health of the student will be impaired, health services shall be provided as for any other health-impaired student.<sup>2</sup>

If the student’s health is impaired and the student is unable to attend school due to pregnancy complications, homebound placement will be considered upon request, with physician input, by the school team. Homebound placement must be reviewed every 30 school days to determine the appropriate school placement.

The homebound instruction program for post-pregnancy students shall consist of a minimum of three (3) hours of instruction per week for a period of six (6) weeks for natural delivery or eight (8) weeks for Cesarean delivery.

No student shall bring a dependent child to the school premises for the purpose of personally providing childcare during school hours.

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Legal References:

1. Title IX of the Educational Amendments of 1972.
2. TRR/MS 0520-1-2-.10(3).

Cross Reference:

- Knox County Board of Education Policy I-140 Homebound Instruction.

Approved as to Legal Form  
By Knox County Law Director 1/2/2024  
*/Gary T. Dupler/Deputy Law Director*

<b>Students</b>	<b>Section J:</b>		
	<b>Knox County Board of Education Policy</b>		
	Descriptor Term:	Descriptor Code:	Issued:
	<b>Accidents and Illnesses</b>	<b>J-420</b>	<b>7/95</b>
	Reviewed:	Revised:	
	<b>12/23</b>	<b>4/14</b>	

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Parent(s) of all students shall provide the schools with the following information:

1. Parents' location and phone number during the school day;
2. The name, address and phone number of the student's physician(s);
3. Directions in the event that medical treatment is needed;
4. Pertinent medical information concerning the student.

Parents are required to update their information annually and placed in the student's cumulative record.

If a student suffers an injury or becomes ill, the staff member in charge shall have the responsibility to render first-aid or ensure that it is rendered.

In the event of a suspected serious injury or serious illness to a student, administrators are to call 911. The parent(s) shall be notified. Efforts to notify the parent(s) shall continue until they are reached. A staff member shall accompany student to the emergency room, if a parent is not present.

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

No student shall be taken and left at home or sent home unless a parent, or someone designated by the parent(s), is at home to accept the responsibility of the student.

Parents who object to the procedures contained in this policy shall submit to the principal a written emergency plan for his/her approval.

<u>Section J:</u>  <b>Students</b>	<b>Knox County Board of Education Policy</b>			
	<b>Heat Illness Prevention</b>	Descriptor Term:	Descriptor Code:	Issued:
			<b>J-421</b>	<b>12/07</b>
		Reviewed:	Revised:	
	<b>12/23</b>	<b>2/24</b>		

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2 Each school is responsible for obtaining either a Wet Bulb Globe Temperature or Heat Index reading at  
3 the site of practices or competitions. Wet Bulb Globe Temperature (WBGT) takes into account more  
4 environmental factors and should be the school’s first choice when evaluating conditions and planning  
5 activities. In the absence of a WBGT, a digital psychrometer or other instrument may be used at the site  
6 of the activity.  
7

8 A cold water immersion tub or other form of rapid on-site cooling should be available for all warm  
9 weather practices. If exertional heat stroke is suspected, use immersion for on-site cooling before  
10 transporting to the hospital. Access to water should be available to all athletes at all times.  
11

12 The following protocols are presented to guide certified athletic trainers, coaches, physical education  
13 teachers, band directors, and athletic directors in preventing exertional and/or temperature related heat  
14 illness in students. Extreme heat illness can be a potentially fatal condition and is described in the four  
15 (4) following categories:<sup>1</sup>  
16

- 17 • Heat Cramps - dehydration, thirst, sweating, muscle cramps, and fatigue
- 18
- 19 • Heat Syncope - dehydration, fatigue, tunnel vision, pale or sweaty skin, decreased pulse rate,  
20 dizziness, lightheadedness, fainting
- 21
- 22 • Heat Exhaustion - normal or elevated body temperature, dehydration, lightheadedness, headache,  
23 nausea, persistent muscle cramps, cool clammy skin, profuse sweating, weakness,  
24 hyperventilation
- 25
- 26 • Heat Stroke - elevated body temperature (>104° F); hot, wet, or dry skin; confusion; irrational  
27 behavior; weakness; increased pulse rate; irritability, loss of consciousness
- 28

29 In order to help prevent these illnesses from occurring, the following steps must be taken:  
30

31 The heat index measurement shall be taken 30 minutes before activity for the day by a sling psychrometer,  
32 digital sling psychrometer or a digital heat index monitoring system. If using a sling psychrometer or  
33 digital sling psychrometer that does not produce a heat index reading, use the heat index chart at  
34 <https://www.wrh.noaa.gov/psr/general/safety/heat/heatindex.png> to determine the heat index. Note that  
35 local weather forecasts from television, radio, or the internet are not accepted for the purposes of this  
36 prevention policy.  
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38 Based on the heat index readings gathered, the following actions shall be taken:  
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Heat Index	Action
WBGT 82.0 – 86.9 or Heat Index of Under 95°	<p>All Sports and Activities:            --Unlimited amounts of cool water shall be available to students to drink when they want it.            --Provide at least three (3) separate breaks each hour with a minimum duration of three (3) minutes each during the workout.            --Watch/monitor high risk students carefully.</p>
WBGT 87 – 88.9 or Heat Index of 95° – 99°	<p>All Sports and Identified Activities:            --Maximum practice time is two (2) hours.            --Unlimited amounts of cool water as stated above.            --For all sports: Provide at least four (4) separate rest breaks each hour with a minimum duration of four (4) minutes each.</p> <p><b>For Football:</b> Players are restricted to helmet, shoulder pads, and shorts during practice that does not involve contact. All protective equipment must be removed during conditioning activities. If the WBGT rises to this level during practice, players may continue to work out wearing football plants without changing to shorts.</p>
WBGT 90 to 92 or Heat Index of 100° - 104° F	<p>All Sports and Identified Activities:            --Maximum practice time one (1) hour.            --Unlimited amounts of cool water shall be available to students to drink when they want it.</p> <p><b>For All Sports:</b> There must be twenty (20) minutes of rest breaks distributed throughout the hour of practice and no conditioning activities.</p> <p><b>For Football:</b> No protective equipment may be worn during practice that does not involve contact. Watch and monitor students carefully.</p>
WBGT above 92 or Heat Index above 104°	<p>No outdoor practice. An outdoor practice cannot take place until WBGT level is 92 or below or heat index is 104 or below.</p> <p>Interscholastic competitions, including preseason, scrimmages and jamborees, must be postponed in the absence of an appropriate healthcare professional (Certified Athletic Training, Certified Nurse Practitioner, Physician Assistant, Doctor of Medicine, Osteopathic Physician) with access to a cold water immersion tub or other rapid on-site cooling method. Under no circumstances can an outdoor practice take place in these conditions.</p>

**TSSAA Health Policy – Modifications for Soccer Competition WBGT ≥ 87 Heat Index ≥ 95**

The referee shall stop the game for a heat time-out lasting no less than five (5) minutes during the first and second half. The time-out will be called at the first logical time to stop play after the twenty (20) minute mark of each half.

**TSSAA Heat Policy – Modifications for Football Competition WBGT ≥ 87 Heat Index ≥ 95**

Officials shall stop the game for a heat time-out at the first dead ball after the halfway point of each quarter. If either team has possession of the ball inside the other team’s twenty (2) yard line, officials may delay this time out until either the offensive team scores or the ball is turned over.



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Legal Reference:

1. National Athletic Trainers' Association, American College of Sports Medicine and Tennessee Secondary School Athletic Association (TSSAA) (Revised October 2022).

Approved as to Legal Form  
By Knox County Law Director 1/2/2024  
*/Gary T. Dupler/Deputy Law Director*

<u>Section J:</u>  <b>Students</b>	<b>Knox County Board of Education Policy</b>			
	<b>School Nutrition Program</b>	Descriptor Term:	Descriptor Code:	Issued:
			<b>J-430</b>	<b>7/95</b>
		Reviewed:	Revised:	
	<b>12/23</b>	<b>1/22</b>		

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Nutritious breakfasts and lunches are available at all schools daily operated under the regulations set forth by the United States Department of Agriculture (USDA), National School Lunch and Breakfast Programs and the Tennessee Department of Education. Menus are written to meet or exceed current nutrition requirements established by local, state, and Federal statutes and regulations. Knox County Schools offers reimbursable school meals that meet USDA nutrition standards.

All students are eligible and encouraged to participate in the meal programs, but they are permitted to bring their meals from home and purchase beverages or other a la carte items at school if they so choose.

Applications for free and reduced-price meals are available online and at each school. Applications may be obtained at any time during the school year. Parents or legal guardians must complete the form. Applications are maintained at the Central Office and are kept confidential. Knox County Schools will not unlawfully discriminate against any individual because of race, religion, creed, color, sex, age, handicap, national origin, or veteran status. Eligibility shall be determined annually based on income guidelines provided by the federal and state regulated program.

Approved as to Legal Form  
By Knox County Law Director 11/17/2023  
*/Gary T. Dupler/Deputy Law Director*

<u>Section J:</u>	<b>Knox County Board of Education Policy</b>		
<b>Students</b>	Descriptor Term:	Descriptor Code:	Issued:
	<b>Student Representative to the Knox County Board of Education</b>	<b>J-450</b>	<b>2/08</b>
		Reviewed:	Revised:
		<b>12/23</b>	<b>12/22</b>

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**PURPOSE**

The opinions and concerns of the students of Knox County Schools are important to the Board of Education. To increase Board awareness of the views of students, the Board shall have a Student Representative. The Student Representative will serve in a non-voting capacity, representing the interests of the students of Knox County Schools.<sup>1</sup>

**REQUIREMENTS AND RESPONSIBILITIES**

The Student Representative shall:

- Be a resident of Knox County and a student in the Knox County Schools.
- Be enrolled as a senior at the start of the school year that the student is to serve.
- Participate in Board discussions, but will not have the right to make motions, vote, hold Board offices, or attend Executive Sessions.
- Be known as the Student Representative to the Board of Education and not a member of the Board.
- Serve not more than a single one-year term. The student representative will begin service on July 1 of the year of his or her election.
- Receive materials distributed to School Board members, with the exception of materials relating to individual students, individual employees, and other confidential matters exempt from disclosure by law.
- Receive services and support from the School Board office, with the prior approval of the School Board chairman.
- Be reimbursed for all expenses incurred while on School Board business, with the prior approval of the School Board chairman.
- Sit with Board members at the Board table.
- Be eligible to propose resolutions to the Executive Committee for consideration.

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**SELECTION PROCESS**

The Student Representative to the Board of Education shall be selected by May 1 of each year and will assume office on July 1.

The selection shall be by a committee composed of at least five (5) from the following:

- School Board member
- Assistant Superintendent of Strategy
- Knox County Schools Student Government Representative
- Mayor’s Youth Council Representative
- High School Administrator
- Community Representative
- Parent Representative
- Outgoing Student Representative

The selection committee members will be appointed by the Chair of the Board of Education on an annual basis by February.

Legal Reference:

1. T.C.A. § 49-2-202.

Approved as to Legal Form  
By Knox County Law Director 11/11/2022  
*/Gary T. Dupler/Deputy Law Director*

<b>Students</b>	<b>Section J:</b>		
	<b>Knox County Board of Education Policy</b>		
	Descriptor Term:	Descriptor Code:	Issued:
	<b>Student Clubs and Organizations</b>	<b>J-460</b>	<b>7/95</b>
	Reviewed:	Revised:	
	<b>12/23</b>	<b>2/24</b>	

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

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

One or more staff members shall serve as sponsors of each activity and at least one shall attend all meetings. Each sponsor shall evaluate the activity and make recommendations concerning changes, continuance, or deletion from the school's activity program.

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

The Director of Schools shall approve all requirements imposed by clubs which have restricted membership.

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

Sororities, fraternities, and all secret organizations are prohibited.

A parent or legal guardian must provide a dated written consent before a minor student is allowed to become a member of an extracurricular club or organization or participate in any extracurricular activities of a club or organization.<sup>1</sup>

\_\_\_\_\_  
Legal Reference:

1. T.C.A. § 49-6-1031(b).

Cross Reference:

- Knox County Board of Education Policy I-170 "Extracurricular Activities."

Approved as to Legal Form  
By Knox County Law Director 1/2/2024  
*/Gary T. Dupler/Deputy Law Director*

<b>Students</b>	<b>Section J:</b>		
	<b>Knox County Board of Education Policy</b>		
	Descriptor Term:	Descriptor Code:	Issued:
	<b>Student Government</b>	<b>J-461</b>	<b>7/95</b>
	Reviewed:	Revised:	
	<b>12/23</b>	<b>6/08</b>	

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Each school may establish an elected student council.

The council shall be governed by its own constitution which shall be approved by the principal and faculty of the school. Defining the council’s jurisdiction shall be a joint and cooperative effort of the principal, teachers, students, and the student government constitution.

General purposes of the council shall be:

1. To promote better relationships between teachers and students;
2. To provide a communication channel for student opinion;
3. To promote organizational services for students and faculty;
4. To encourage positive attitudes, leadership, and citizenship; and
5. To contribute to the total educational growth of students.

Suggestions from the student council shall be given administrative consideration for adoption and/or implementation.

<b>Students</b>	<b>Section J:</b>		
	<b>Knox County Board of Education Policy</b>		
	Descriptor Term:	Descriptor Code:	Issued:
	<b>Student Publications</b>	<b>J-470</b>	<b>7/95</b>
	Reviewed:	Revised:	
	<b>12/23</b>	<b>10/13</b>	

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**STUDENT RIGHTS**

The student shall be allowed to responsibly express himself and to disseminate his views in writing.<sup>1</sup>

Any student may submit articles and editorials for school-sponsored publications.

**STANDARDS**

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

1. Is obscene;<sup>3</sup>
2. Is libelous;<sup>4</sup>
3. May create a material and substantial disruption of the normal school activity or appropriate discipline in the school.

**CONTROL AND SUPERVISION**

Student publications shall be under the control of the principal. Each school shall have one or more faculty sponsors who review all publications proposed to be distributed in the school by a student or school group.<sup>2</sup>

**DISTRIBUTION**

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

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

**APPEALS**

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

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Legal References:

1. U.S. Constitution, Amendment 1.
2. Tinker v. Des Moines Independent Community District, 393 U.S. 503 (1969).
3. Miller v. California, 413 U.S. 15 (1973).
4. Schwartz v. Schuker, 298 F. Supp. 238, 242 (D.C.N.Y. 1969).
5. Braxton v. Municipal Ct., 10 Cal. 3d 138, 514 P. 2d 697, 109 Cal. Rptr. 897 (1973).

Approved as to Legal Form  
 By Knox County Law Director 11/17/2023  
 /Gary T. Dupler/Deputy Law Director



<b>Students</b>	<b>Knox County Board of Education Policy</b>		
	Descriptor Term:	Descriptor Code:	Issued:
	<b>Student Social Events</b>	<b>J-480</b>	<b>7/95</b>
		Reviewed:	Revised:
	<b>12/23</b>	<b>6/08</b>	

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Well-planned, staff-sponsored social events may be a valuable extension of the school program. Such events are the responsibility of the principal and those staff members to whom the principal may delegate such responsibility. Only those social events may be scheduled for which adequate facilities, protective personnel, and supervisory personnel are available.

<b>Students</b>	<b>Section J:</b>		
	<b>Knox County Board of Education Policy</b>		
	Descriptor Term:	Descriptor Code:	Issued:
	<b>Student Performance</b>	<b>J-490</b>	<b>7/95</b>
	Reviewed:	Revised:	
	<b>12/23</b>	<b>11/17</b>	

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The following guidelines shall be used by principals in determining whether or not students may participate in community-sponsored activities during school hours:

1. The participation in the project shall not deprive students of time needed for acquiring basic skills.
2. The regular schedule shall not be interrupted unless the majority of the students benefit through their participation.
3. Neither an individual nor the school as a whole shall be permitted to use school time in working on community-sponsored projects unless such an undertaking is contributing to the educational program.
4. If the performance is school-sponsored and is open to the public, it shall be physically accessible to all students, their parents and/or legal guardians, and other interested citizens.<sup>1</sup>

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Legal Reference:

1. T.C.A. § 68-120-204.

Approved as to Legal Form  
By Knox County Law Director 11/17/2023  
*/Gary T. Dupler/Deputy Law Director*

<b>Students</b>	<b>Section J:</b>		
	<b>Knox County Board of Education Policy</b>		
	Descriptor Term:	Descriptor Code:	Issued:
	<b>Student Solicitations</b>	<b>J-500</b>	<b>7/95</b>
	Reviewed:	Revised:	
	<b>12/23</b>	<b>6/08</b>	

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The schools shall avoid exploiting students, whether by advertising or otherwise promoting products or services, soliciting funds or information, or securing participation in non-school related activities and functions. This policy shall not be construed as preventing a teacher from using instructional or informational materials even though the materials might include reference to a brand, product or a service. At the same time, schools shall inform and assist students in learning about programs, activities or information which may be of help or service to them. To attempt a fair balance, the following general guidelines shall apply:

1. Announcements over the school public address system and/or permission to post bulletins may be approved by the principal if they concern a program or service for youth by a non-profit local agency.
2. The principal shall determine which materials may be distributed to students, except that materials soliciting money or information may not be distributed without specific approval of the Superintendent.
3. No fund-raising activities shall be conducted without the approval of the Superintendent.
4. Students shall not be excused from a regular class to participate in a fund-raising activity.
5. No quotas shall be imposed on students involved and their efforts shall be voluntary.
6. The sale of supplies in the classroom as a fund-raising project for student activities is prohibited. This does not preclude the operation of a school store under the supervision of the principal or the non-profit sale of supplies which are used by students in making articles that become the individual's property.

<b>Students</b>	<b>Section J:</b>		
	<b>Knox County Board of Education Policy</b>		
	Descriptor Term:	Descriptor Code:	Issued:
	<b>Student Vehicles</b>	<b>J-510</b>	<b>7/95</b>
	Reviewed:	Revised:	
	<b>12/23</b>	<b>11/17</b>	

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The principal has the responsibility and the authority to regulate traffic and parking on the school campus in such a manner as to promote the safety of all concerned. In so doing, it is important that the principal work in cooperation with all officers of the law who are in any way concerned with traffic regulations in the school zone.

The Board provides transportation for all eligible students. However, on high school campuses with an existing parking area in addition to that needed for driver education ranges and employees' and visitors' parking, the principal may designate the surplus area for student parking.

Student parking, if allowed, and available, shall be subject to published local school regulations established by the principal and approved by the Director of Schools or designee. Eligibility for parking privileges shall be determined and shall be dependent upon the student's compliance with school regulations.

A student parking fee may be charged for the purpose of providing personnel and material deemed necessary by the principal for the enforcement of traffic and parking violations. The amount of the fee shall be determined by equitably prorating the total costs among the students using the privilege. The fee shall be subject to approval by the Director of Schools or designee upon written justification by the principal.

\_\_\_\_\_  
Cross-reference:

Knox County Board of Education Policy E-173 "Private Vehicles for Transporting Students."

<b>Students</b>	<b>Section J:</b>		
	<b>Knox County Board of Education Policy</b>		
	Descriptor Term:	Descriptor Code:	Issued:
	<b>Contests for Students</b>	<b>J-520</b>	<b>7/95</b>
	Reviewed:	Revised:	
	<b>12/23</b>	<b>6/08</b>	

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Contests and competitive activities sponsored by outside organizations shall not interfere with the regular school program.

The subject of a contest must be neither commercial nor sectarian.

To be recommended, an activity must be:

1. Appropriate to the age group for which it is conducted;
2. Designed to stimulate original individual work by the contestant;
3. Of the type which can be undertaken as a supplement to, rather than as a substitute for, regular school work.

Selection of contest winners shall be the responsibility of the sponsoring group.

Scholarships or monetary grants shall be considered the most appropriate types of awards for contest winners.

Contests shall not be held without the approval of the principal.

<b>Students</b>	<b>Section J:</b>		
	<b>Knox County Board of Education Policy</b>		
	Descriptor Term:	Descriptor Code:	Issued:
	<b>Awards and Scholarships</b>	<b>J-530</b>	<b>7/95</b>
	Reviewed:	Revised:	
	<b>12/23</b>	<b>11/17</b>	

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Schools shall encourage students to participate in approved activities that may earn appropriate recognition for both the school and its student. In the high schools, school counselors shall work with staff members and others:

- 1) to learn about appropriate opportunities; and
- 2) to encourage eligible students and their teachers to participate.

All activities for which awards, scholarships and other recognition are given must be educationally sound and related to activities normally sponsored by the school.

Principals of each school shall observe the following guidelines before approving any award or scholarship:

- 1. Students must benefit in some way.
- 2. Programs designed to promote or advertise a product or an ideology will not be approved.
- 3. Programs must be open to all students.
- 4. Programs must not place an undue burden on the student, teacher or school.
- 5. Entry fees, if any, must be minimal.
- 6. Programs may not interfere with the academic program.
- 7. Travel requirements must be minimal.
- 8. Awards for excellence may be made by and within a school or among schools.
- 9. The giving of prizes or medals or the making of any award by non-school affiliated persons or agencies must have the approval of the principal.

<b>Students</b>	<b>Knox County Board of Education Policy</b>			
	<b>Gifts</b>	Descriptor Term:	Descriptor Code:	Issued:
			<b>J-540</b>	<b>7/95</b>
			Reviewed:	Revised:
	<b>12/23</b>	<b>6/08</b>		

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No designated instructional funds may be used to purchase gifts, including but not limited to presents, donations, memorials, and flowers.

Extreme discretion shall be exercised by teachers in accepting student gifts.

Students may be permitted, with the approval of the principal, to exchange gifts on special occasions.

<b>Students</b>	<b>Section J:</b>		
	<b>Knox County Board of Education Policy</b>		
	Descriptor Term:	Descriptor Code:	Issued:
	<b>Student Records</b>	<b>J-550</b>	<b>7/95</b>
	Reviewed:	Revised:	
	<b>12/23</b>	<b>11/17</b>	

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2 A cumulative record shall be kept for each student enrolled in school. The folder shall contain, at a  
3 minimum, a health record, attendance record, and scholarship record; shall be kept current; and shall  
4 accompany the student through his school career.<sup>1</sup>  
5

6 The name used on the record of the student entering the school system must be the same as that shown on  
7 the birth certificate, unless evidence is presented that such name has been legally changed. If the parent  
8 does not have or cannot obtain a birth certificate, then the name used on the records of such student shall  
9 be as shown on documents which are acceptable to the system as proof of date of birth.  
10

11 The name used on the records of a student entering the system from another school must be the same as  
12 that shown on records from the school previously attended, unless evidence is presented that such name  
13 has been legally changed as prescribed by law.  
14

15 When a student transfers and his records are requested from another school in the Knox County System,  
16 the school shall send the original records to the transfer school.  
17

18 When a student transfers and his records are requested from a school outside of the Knox County System,  
19 the school shall keep the original records and send copies to the transfer school. The principal may  
20 withhold such copies until the student pays all outstanding debts to the school. The original green  
21 Tennessee immunization certificate should be sent to the requesting school and a copy should be kept at  
22 the base school.  
23

24 Accumulative records kept on each student are property of the school system.<sup>1</sup>  
25

26 Student records shall be confidential. Only authorized school officials may have access to student  
27 information for legitimate educational purposes without the consent of the student or parent/legal  
28 guardian.<sup>2</sup>  
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32 Legal References:  
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34 1. TRR/MS § 0520-1-3-.03(B)(12)(a).  
35 2. T.C.A. § 10-7-504(4); 20 U.S.C.A. § 1232g.  
36

37 Approved as to Legal Form  
38 By Knox County Law Director 11/17/2023  
39 /Gary T. Dupler/Deputy Law Director  
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<b>Students</b>	<b>Knox County Board of Education Policy</b>		
	Descriptor Term:	Descriptor Code:	Issued:
	<b>Student Records – Annual Notification of Rights</b>	<b>J-551</b>	<b>7/95</b>
		Reviewed:	Revised:
	<b>12/23</b>	<b>11/17</b>	

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Within the first three weeks of each school year, the school system shall notify parent(s) of students and eligible students\* of each student's privacy rights. For students enrolling after the above period, this information shall be given to the student's parent(s) or the eligible student at the time of enrollment.<sup>1</sup>

The notice will include the right of the student's parent(s) or the eligible student to:

1. Inspect and review the student's education records;
2. Seek correction of items in the record which are believed to be inaccurate, misleading or in violation of the student's rights, including the right to a hearing upon request;
3. File a complaint with the appropriate local state or federal officials when the school system violates laws and regulations relative to student records;
4. Obtain a copy of this policy and a copy of such educational records;
5. Exercise control over other people's access to the records, except when prior written consent is given, or under circumstances as provided by law or regulations, or where the school system has designated certain information as "directory information." Parent(s) of students or eligible students have two weeks after notification to advise the school system in writing of items they designate not to be used as directory information. The records custodian shall mark the appropriate student records for which directory information is to be limited, and this designation shall remain in effect until it is modified by the written direction of the student's parent(s) or the eligible student.

\*The student becomes an "eligible student" when he reaches age 18 or enrolls in a post-secondary school, at which time all of the above rights become the student's rights.<sup>2</sup>

Legal References:

1. 20 USCA § 1232g; CFR Title 34, Part 99.
2. 20 USC § 1232g(d).

Approved as to Legal Form 9-29-2017  
By Knox County Law Director  
/Gary T. Dupler/Deputy Law Director

Section J:

# Knox County Board of Education Policy

**Students**

Descriptor Term:

**Student Educational  
Records**

Descriptor Code:

**J-552**

Issued:

**7/95**

Reviewed:

**12/23**

Revised:

**1/22**

## PURPOSE

The purpose of this policy is to implement the provisions of the Family Educational Rights and Privacy Act (FERPA)<sup>1</sup> and Tennessee Code<sup>2</sup> to afford parents, legal guardians, and students who are eighteen (18) years of age or older certain rights with respect to the student's education records maintained by The Knox County Schools (KCS) and the Tennessee Department of Education (TDOE).

## Definitions

1. **Education Records** - The term education records means records, files, documents, and other materials which:
  - A. Contain information directly related to a student, including: state and national assessment results, including information on untested public school students; course taking and completion, credits earned and other transcript information; course grades and grade point average; date of birth, grade level and expected graduation date or graduation cohort; degree, diploma, credential attainment and other school exit information such as receipt of the GED® and drop-out data; attendance and mobility; data required to calculate the federal four-year adjusted cohort graduation rate, including sufficient exit and drop-out information; discipline reports limited to objective information sufficient to produce the federal Title IV annual incident report; remediation; special education data; demographic data and program participation information; and
  - B. Are maintained by the KCS or a person acting for the KCS.
2. **Personally Identifiable Information (PII)** - Personally identifiable information (PII) includes, but is not limited to:
  - A. Student's name;
  - B. Name of student's parent or other family member;
  - C. Address of student or student's family;
  - D. A personal identifier, such as student's social security number, student number, or biometric record;
  - E. Other indirect identifiers, such as student's date of birth, place of birth, race, disability status, and mother's maiden name;

- 1 F. Other information that, alone or in combination, is linked or linkable to a specific student that
- 2 would allow a reasonable person in the school community, who does not have personal
- 3 knowledge of the relevant circumstances, to identify the student with reasonable certainty; or
- 4
- 5 G. Information requested by a person who the LEA reasonably believes knows the identity of the
- 6 student to whom the education record relates.
- 7
- 8 3. **Directory Information** - Directory information is information that is generally not considered
- 9 harmful or an invasion of privacy if released and may be disclosed to outside organizations
- 10 without a parent’s prior written consent. Outside organizations include, but are not limited to,
- 11 companies that manufacture class rings or publish yearbooks. Since the Knox County Schools
- 12 receives federal funding, the KCS must provide military recruiters, upon request, with student
- 13 names, addresses and telephone listings, unless parents have advised in writing that they do not
- 14 want their student’s information disclosed. The term directory information relating to a student
- 15 includes, but is not limited to:
- 16
- 17 A. Name;
- 18
- 19 B. Physical and electronic mail address;
- 20
- 21 C. Telephone listing;
- 22
- 23 D. Basic photograph (i.e., yearbook portrait);
- 24
- 25 E. Date and place of birth;
- 26
- 27 F. Major field of study;
- 28
- 29 G. Participation in officially recognized activities and sports;
- 30
- 31 H. Weight and height of members of athletic teams;
- 32
- 33 I. Dates of attendance;
- 34
- 35 J. Degrees and awards received; and
- 36
- 37 K. The most recent previous LEA or institution attended by the student.
- 38

39 **RESPONSIBILITIES**

40 The Knox County schools shall:

- 41
- 42
- 43 1. Annually notify parents and legal guardians of their rights to request student information;
- 44
- 45 2. Annually notify parents and legal guardians of its definition of personally identifiable information;
- 46
- 47 3. Annually notify parents and legal guardians of its definition of directory information;
- 48
- 49 4. Adopt procedures to ensure security when providing student records to parents or legal guardians;
- 50

- 1 5. Adopt procedures to ensure student records and data are provided only to authorized individuals;  
2 and
- 3
- 4 6. Provide student records and data within forty-five (45) calendar days of a request.
- 5

6 The Knox County Schools shall not collect individual student data on a student's:

- 7
- 8 1. Political affiliation;
- 9
- 10 2. Religion;
- 11
- 12 3. Voting history;
- 13
- 14 4. Firearms ownership; and
- 15
- 16 5. On a student's biometrics, analysis of facial expression, EEG brain wave patterns, skin  
17 conductance, galvanic skin response, heart rate variability, pulse, blood volume, posture, and eye-  
18 tracking, without written consent of the parent or student.
- 19

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

21

22 The following notice of parental rights concerning education records shall be sent to all parents annually  
23 as part of the information package provided to students and parents at the beginning of the school year:

24

25 Parents' rights include:

- 26
- 27 1. The right to inspect and review the student's education records within forty-five (45) calendar days  
28 after the day the KCS receives a request for access. Parents or students should submit to the school  
29 principal a written request that identifies the records they wish to inspect. The principal will make  
30 arrangements for access and notify the parent or student of the time and place where the records  
31 may be inspected.
- 32
- 33 2. The right to request amendment of the student's education records that the parent or student  
34 believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under  
35 the Family Education Rights and Privacy Act (FERPA) and Tennessee Code. Parents or students  
36 who seek to amend a record should write the school principal or records custodian, clearly identify  
37 the part of the record they want changed and specify why it should be changed. If the principal or  
38 records custodian determines not to amend the record as requested, the principal or records  
39 custodian will notify the parent or student of the decision and of their right to a hearing regarding  
40 the request for amendment. Additional information regarding the hearing procedures will be  
41 provided to the parent or student when notified of the right to a hearing.
- 42
- 43 3. The right to provide written consent before the KCS discloses personally identifiable information  
44 (PII) from the student's education records, except to the extent that FERPA and Tennessee Code  
45 authorize disclosure without consent. One exception, which permits disclosure without consent,  
46 is disclosure to KCS officials with legitimate educational interests. A KCS official is a person  
47 employed by the KCS as an administrator, supervisor, instructor, or support staff member. A KCS  
48 official also may include a contractor who performs an institutional service or function for which  
49 the KCS would otherwise use its own employees and who is under the direct control of the Knox  
50

County Schools with respect to the use and maintenance of PII from education records, such as: an attorney, auditor, medical consultant, or therapist; or other contractor or volunteer assisting another LEA official in performing his or her tasks. A KCS official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the LEA discloses education records without consent to officials of another public school district in which a student seeks or intends to enroll or is already enrolled if the disclosure is for purposes of the student’s enrollment or transfer.

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

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

**INSPECTION PROCEDURE**

Parent of students and eligible students [Eligible student is defined as a student who has reached the age of 18.] may inspect and review the student’s education records upon written request to the custodian of the education record.<sup>3</sup> The written request must specify the record(s) he/she wishes to inspect as precisely as possible in order to avoid any confusion as to the record(s) requested. The custodian of the record (generally the principal in the student's school) shall, within 30 days of the written request, inform the parent or eligible student of the time and place where the records may be inspected. Unless the parent or eligible student agrees to a longer time frame in writing, the custodian of records shall arrange the time and place so that it is within 45 calendar days of the written request.

In the event that a child's educational record contains information about another child, then that portion of the record may not be reviewed and inspected by the parent or eligible student.

**FEEES FOR COPIES**

The fee for copies of records shall be set annually by the Superintendent. If the fee represents an unusual hardship, it may be modified by the custodian of the record.<sup>4</sup> The Knox County School District has no obligation to make copies of records in the following circumstances:

1. The parent or eligible student has an unpaid financial obligation to the school or school district; and
2. The parent or eligible student lives within commuting distance of Knox County Schools; and
3. The record requested consists of an examination or set of standardized test questions. (In this instance, there will be no copies made or access to the individual test or questions.)

**DISCLOSURE OF EDUCATION RECORDS**

FERPA permits the disclosure of Personally Identifiable Information from students’ education records, without consent of the parent or student, if the disclosure meets certain conditions stated in the FERPA

1 regulations and Tennessee Code. Except for disclosures to KCS officials, disclosures related to some  
 2 judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the  
 3 parent or student FERPA regulations require the KCS to record the disclosure. Parents and students have  
 4 a right to inspect and review the record of disclosures. The Knox County School System shall disclose  
 5 information regarding the student's educational record only with the written consent of the parent or  
 6 eligible student, except when the disclosure is:

- 7
- 8 1. To school officials deemed by Knox County Schools as having a legitimate interest in the record,  
 9 thereby creating a need to know. For the purpose of this policy, a school official is defined as one  
 10 or more of the following:  
 11
    - 12 a. A person employed by the Knox County School System as an administrator, supervisor,  
 13 instructor, or support staff personnel inclusive of but not limited to health or medical staff;
    - 14 b. An elected School Board member;
    - 15 c. A person employed by Knox County Schools or Knox County to perform certain specific  
 16 duties such as but not limited to an attorney, auditor, consultant, therapist, security officer or  
 17 any other position approved by the Board of Education or the general government of Knox  
 18 County; and
    - 19 d. Persons who serve on committees that are appointed by supervisory employees of the school  
 20 system in an effort to assist them in completing their tasks.  
 21

22 A school official has a legitimate educational interest if the official is:

- 23 a. Performing a task that is included in the position description or by agreement with their  
 24 supervisor;
  - 25 b. Performing a task related to the student's education;
  - 26 c. Performing a task related to the discipline of a student;
  - 27 d. Performing a service or benefit relating to the child or child's family included but not limited  
 28 to health care, counseling, job placement or any other related services to the child's education;  
 29 and
  - 30 e. Performing services that maintain the safety and security of the child or campus.  
 31
- 32 2. To officials of another school, upon request, in which the student seeks or intends to enroll.  
 33 Records may be forwarded to a requesting school district unless the parent has specifically  
 34 requested in writing that the records not be sent; however, the school system reserves the right to  
 35 send educational records to requesting school districts, without parent or eligible student request.  
 36 In such case, the school system will notify the parent or eligible student that records have been  
 37 sent.  
 38
  - 39 3. To comply with a judicial order or lawfully issued subpoena, provided the school system makes  
 40 a reasonable effort to notify parent or eligible student of the judicial order or subpoena in advance  
 41 of compliance so parent or eligible student may seek protective action.<sup>5</sup>  
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4. To federal and/or state officials that need information in order to audit or enforce legal conditions related to federally supported education programs in the school system.
5. To entities that have entered into a written agreement with the school system to conduct research and/or joint projects with the school system.
6. To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State department of education. Disclosures under this provision may be made, subject to the requirements of the Code of Federal Regulations (CFR)<sup>6</sup>, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation.
7. In connection with financial aid for which the student has applied or for which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.
8. To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system’s ability to effectively serve, prior to adjudication, the student whose records were released, subject to the CFR.<sup>7</sup>
9. To accrediting organizations to carry out their accrediting functions.
10. To parents of a student if the student is a dependent for IRS tax purposes.
11. To comply with a judicial order or lawfully issued subpoena.
12. To appropriate officials in connection with a health or safety emergency, subject to the CFR<sup>8</sup>. The Knox County Schools district may disclose personally identifiable information (PII) from education records without consent to threat assessment team members who are not employees of the school or school district if they qualify as “school officials” with “legitimate educational interests.”
13. To requests for directory information.

**CORRECTION OF EDUCATION RECORDS**

Parents or eligible students have the right to request that records be corrected that they believe are in error, misleading or in violation of their privacy rights.<sup>9</sup> The following are the procedures for requesting that a record be modified.

1. The parent(s) or eligible student(s) must make a written request to the school Principal or other appropriate custodian of the record to amend the record. The request must identify specifically the part of the record that they want changed, and they must specify why they believe it is inaccurate, misleading or a violation of the student's rights.

2. In the event that the custodian of the record determines not to amend the record, the parent(s) or eligible student shall be notified of the decision and advised of their right to a hearing to challenge the information believed to be inaccurate, misleading or in violation of the student's privacy rights. The hearing shall address only those issues specifically listed in the original request for amendment.
3. Upon written request to the Superintendent for a hearing, the parent or eligible student shall be informed of the date, time, and place for a hearing. This notice shall be within a reasonable time of the written request to the Superintendent.
4. The hearing shall be conducted by the designee of the Superintendent and the parents or eligible student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request letter to amend the record. The parent(s) or eligible student(s) may be assisted by representation including legal counsel if they choose.
5. The person in charge of the hearing shall make a determination solely on the basis of information presented at the hearing and shall issue a decision that includes a summary of evidence and the basis for the decision. The hearing shall take place only on the specifics raised in the original written request to amend the education record. Other issues will not be addressed by the hearing officer.
6. If the Knox County School System determines that the record is inaccurate, misleading or in violation of the student's privacy rights, then the parent or eligible student shall receive notice that the record has been amended.
7. If the Knox County School System determines that the challenged information is not inaccurate, misleading or in violation of the student's rights, then the system will not modify the record. The parent(s) or eligible student(s) may attach to the record a statement commenting on the challenged material and/or a statement setting forth their reasons for disagreeing with the decision.
8. The statement shall remain as a portion of the child's record as long as the challenged portion of the record is maintained by the school system.

Legal References:

1. 20 U.S.C.A. § 1232g and 34 C.F.R. § 99.1, et seq.
2. T.C.A. §§ 10-7-504 and 49-1-701, et seq.
3. 20 U.S.C.A. § 1232g.
4. 20 U.S.C.A. § 1232g; TCA 10-7-506.
5. 34 C.F.R. § 99.31 (a)(9).
6. 34 C.F.R. § 99.35.
7. 34 C.F.R. § 99.38.
8. 34 C.F.R. § 99.36.
9. 20 U.S.C.A. § 1232g(a)(2).

Approved as to Legal Form  
 By Knox County Law Director 11/17/2023  
 /Gary T. Dupler/Deputy Law Director



Section J:

# Knox County Board of Education Policy

**Students**

Descriptor Term:

**Student Fees and Fines**

Descriptor Code:

**J-560**

Issued:

**7/95**

Reviewed:

**12/23**

Revised:

**2/24**

## FEES

Recognized school fees are as follows:<sup>4</sup>

1. Fees for activities that occur within regular school hours, including field trips, any portion of which falls within school hours;
2. Fees for activities and supplies required to participate in all courses offered for credit or grades;
3. Fees or tuition for courses taken for credit or grade during summer school;
4. Fees required for graduation ceremonies;
5. Fees for a copy of the student's records; and
6. Refundable deposits for locks or other security devices required for protection of school property when used in conjunction with courses taken for credit or a grade.

School fees are not:<sup>4</sup>

1. Fines for overdue library books;
2. Fines for the abuse of school parking privileges and other school rules developed for the safe and efficient operation of the school;
3. Charges for lost, damaged, or destroyed textbooks, library books, workbooks, or other school property;
4. Charges for debts owed the school;
5. Refundable deposits for locks or other security devices required for protection of school property when used in not-for-credit extracurricular activities;
6. Tuition for non-resident students.
7. Cost of admission to extra-curricular activities beyond regular school hours.
8. Charges for student parking access and the administration of student parking.

No fee shall be charged of any student as a condition to attend school.<sup>1</sup> However, all students shall be responsible for normal school supplies, such as pencils and paper.

1  
2 At the beginning of the school year, each principal shall be responsible for providing to all students and  
3 their parents or legal guardians written notice of the requested student fees and the process for fee waiver.  
4 Any student, regardless of financial status, may request a fee waiver. The Director of Schools will  
5 establish a procedure through which a student's parents or legal guardians may request fees be waived.

6  
7 Persons collecting fees shall be provided a list containing only the names of those students for whom a  
8 fee waiver has been submitted or who have fees waived. Waivers may be provided upon request.<sup>4</sup>

9  
10 Prior to the beginning of school each year, the Director of Schools, upon the recommendation of the  
11 principals, shall approve all student fees for the upcoming school year. Additional fees may be approved  
12 during the year as needed.

### 13 14 **FINES**

15  
16 Students who destroy, damage, or lose school property, including but not limited to buildings, school  
17 buses, books, equipment, and records, must be responsible for the actual cost of replacing or repairing  
18 such materials or equipment.<sup>2</sup>

19  
20 The grades, grade cards, diploma or transcript of a student who is responsible for vandalism or theft or  
21 who has otherwise incurred a debt to a school may be held until the student or the student's parent/legal  
22 guardian has paid for the damages. When the student and parent are unable to pay the debt, the district  
23 shall provide a program of voluntary work for the minor. Upon completion of the work, the student's  
24 grades, diploma, and/or transcripts shall be released. Such sanctions shall not be imposed if the student is  
25 not at fault.<sup>3</sup>

26  
27 Failure to remit the cost of replacing or repairing such materials or to make satisfactory arrangements  
28 with the administration for payment may result in suspension of the student. If payment is not remitted,  
29 the matter will be referred to the Board for final disposition.

30  
31 Textbooks are available free to students as a loan. Parent(s) must accept full responsibility for the proper  
32 care, preservation, return, or replacement of textbooks issued to the student(s).

33  
34 The condition of each book and a book number shall be recorded by the teacher issuing it.

35  
36 The life of the book is considered to be six (6) years. Charges for lost books will be prorated based on the  
37 remaining life of the book. Damage fines will be based on the wear beyond that normally expected for  
38 one year. For one year's wear there will be no charge.

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40 Fines may be assessed for overdue, damaged, or lost library books. In no event shall the fine exceed the  
41 current cost of replacing the book.

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Legal References:

1. T.C.A. § 49-6-3001(a); T.C.A. § 49-2-110(c).
2. T.C.A. § 37-10-101 through T.C.A. § 37-10-102.
3. TRR/MS § 0520-01-02(.16)(2)(b).
4. T.C.A. § 49-2-114.

Cross Reference:

- Knox County Board of Education Policy J-270 “Care of School Property.”

Approved as to Legal Form  
 By Knox County Law Director 1/2/2024  
 /Gary T. Dupler/Deputy Law Director

<b>Students</b>	<b>Knox County Board of Education Policy</b>			
	<b>Service Animals</b>	Descriptor Term:	Descriptor Code:	Issued:
			<b>J-570</b>	<b>12/10</b>
			Reviewed:	Revised:
	<b>12/23</b>	<b>10/16</b>		

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The Knox County Schools does not discriminate on the basis of disability, and complies with all state and federal laws, regulations, and rules regarding the use of service animals by students with disabilities under appropriate circumstances.

A service animal means any dog (or miniature horse as noted below) that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability.<sup>1</sup> Other species of animals, whether wild or domestic, trained or untrained, are not service animals.<sup>2</sup>

KCS may ask if the service animal is required because of a disability and what work or task the animal has been trained to perform.

Exceptions: KCS may ask an individual with a disability to remove a service animal from the premises if:  
 (1) The animal is out of control and the animal’s handler does not take effective action to control it;  
 or  
 (2) The animal is not housebroken.<sup>3</sup>

Animal under handler’s control: A service animal shall be under the control of its handler. A service animal shall have a harness, leash, or other tether, unless either the handler is unable because of a disability to use a harness, leash, or other tether, or the use of a harness, leash or other tether would interfere with the service animal’s safe, effective performance of work or tasks, in which case the service animal must be otherwise under the handler’s control (e.g., voice control, signals, or other effective means).<sup>4</sup>

Care or Supervision: KCS is not responsible for the care or supervision of a service animal.<sup>5</sup>

Knox County Schools will make reasonable modifications in policies, practices, or procedures to permit the use of a miniature horse by an individual with a disability if the miniature horse has been trained to do work or perform tasks for the benefit of the individual with a disability.

Assessment factors for miniature horses: In determining whether reasonable modifications in policies, practices, or procedures can be made to allow a miniature horse into a specific facility, the Knox County Schools shall consider:

- (1) The type, size, and weight of the miniature horse and whether the facility can accommodate these features;
- (2) Whether the handler has sufficient control of the miniature horse;
- (3) Whether the miniature horse is housebroken; and
- (4) Whether the miniature horse’s presence in a specific facility compromises any safety protocols required for the proper operation of the facility.<sup>6</sup>

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Parents must submit a written request for the use of a service animal to the principal/administrator of the school. The request must be made no less than three weeks prior to the proposed use of the service animal prior to bringing the service animal to school.

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Legal References:

- 1. 28 C.F.R. § 35.136 and 28 C.F.R. § 35.104.
- 2. 42 U.S.C.A. § 12134, 28 C.F.R. § 35.104, § 35.136 and T.C.A. § 62-7-112.
- 3. 28 C.F.R. § 35.136 (b).
- 4. 28 C.F.R. § 35.136 (d).
- 5. 28 C.F.R. § 35.136 (e).
- 6. 28 C.F.R. § 35.136 (i).

Approved as to Legal Form  
By Knox County Law Director 8/30/2016  
*/Gary T. Dupler/Deputy Law Director*

<b>Students</b>	<b>Knox County Board of Education Policy</b>		
	<b>Student Suicide Prevention</b>	Descriptor Term:	Descriptor Code:
			<b>J-580</b>
			<b>1/17</b>
		<b>12/23</b>	<b>2/24</b>

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**SUICIDE STUDENT PREVENTION POLICY**

Knox County Schools is committed to protecting the health and well-being of all students and understands that physical, behavioral, and emotional health are integral components of student achievement. Faculty and staff are expected to be proactive in maintaining a safe and supportive learning environment and to immediately report to the building principal any indications that a student may be in danger of harming himself/herself or others. Students are strongly encouraged to report if they, or another student, are feeling suicidal or in need of help. A summary of available resources shall be annually updated and posted for students in a high-traffic area in each school, and on the KCS website.

**PREVENTION**

All district employees shall attend an annual 2-hour in-service training in suicide prevention. The training shall include, but is not limited to, the identification of risk factors, warning signs, interventions and response procedures, referrals, and postvention strategies.<sup>1,2</sup>

If a middle or high school uses student identification cards, the card shall indicate the telephone number for the National Suicide Prevention Lifeline; and the social media handle, telephone number, or text number for at least one (1) additional crisis resource, which may include, but not be limited to, the crisis text line or, if available, a local suicide prevention hotline. The same information shall be conspicuously placed in all middle and high schools regardless of the use of student identification cards.<sup>1</sup>

The Director of School Culture is responsible for planning, coordinating and monitoring the implementation of this policy. Each school principal shall designate a school suicide prevention coordinator to act as a point of contact for issues relating to suicide prevention and policy implementation. The Director of School Culture shall maintain a list of suicide prevention coordinators including the name of each school and assigned coordinators throughout Knox County Schools. This list shall be updated at least annually.

**INTERVENTION**

Any employee who reasonably believes that a student is at imminent risk of suicide shall report such belief to the principal or designee. Indications that a student is at imminent risk of suicide shall include, but not be limited to, the student verbalizing the desire to die by suicide, evidence of a suicide attempt, and/or an act of self-harm. A student may also complete a student self-referral if he or she feels at risk of suicide. A student should report to a staff member if they believe another student is at imminent risk of suicide. This report should be investigated by staff in person, by phone or virtually.

In Person

1. Upon notification, the principal or designee shall ensure the student is placed under continuous adult supervision.
2. A Suicide Assessment will be completed by a school counselor, school psychologist or social worker designated by the school's principal or designee.
3. Emergency medical services shall be contacted immediately if an in-school suicide attempt occurs.
4. The principal or designee shall contact the Director of School Culture if additional support is required.

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

Virtually

Upon notification, the principal or designee shall attempt to contact the student's parent or legal guardian. A Suicide Assessment will be completed by a school counselor, school psychologist or social worker designated by the school's principal or designee in person, by phone or virtually. If the threat is thought to be imminent and a parent or legal guardian is not present with the student, emergency services will be sent to the student's home. The school staff member should attempt to stay in contact with the student until emergency services arrive. If the student's parent or legal guardian is at home, they will be instructed to provide continuous supervision of the student and seek medical attention for the student immediately. The principal or designee shall contact the Director of School Culture if additional support is required.

If appropriate, the principal or designee shall contact the student's parent/legal guardian and provide the following information:

1. Inform the parent/legal guardian that there is reason to believe the student is at risk of suicide;
2. Inform the parent/legal guardian if emergency services were contacted;
3. Inform the parent/legal guardian of the results of the Suicide Assessment.
4. Ask the parent/legal guardian whether he/she wishes to obtain or has obtained mental health counseling for the student;
5. Provide the names of community mental health counseling resources if appropriate.

The Director of Schools or designee will seek parental permission to communicate with outside mental health care providers regarding a student. If the student is under the age of 16 and the parent/legal guardian refuses to seek appropriate assistance, the Director of Schools or designee shall contact the Department of Children's Services. If the student is 16 years of age or over and refuses to seek appropriate assistance, the Director of Schools or designee shall contact the Department of Children's Services.<sup>3</sup>

The principal or designee shall document the incident, including contact with the parent/legal guardian, by recording:

1. The time, date and circumstances which resulted in the student coming to the attention of school officials;
2. A timeline of the specific actions taken by school officials;
3. The parent/legal guardian contacted, including attempts;

- 4. The parent/legal guardian’s response; and
- 5. Time and date of release of student to authorized individual.
- 6. Anticipated follow-up and safety plan. (Schedule safety plan review date as appropriate.)

Upon returning to school, the principal and school counselor and/or school psychologist shall meet with the student and his/her parent or legal guardian in order to develop a safety plan. A school support team shall convene to determine if additional evaluation and/or supports are needed. The principal will identify an employee to periodically connect with the student to monitor his/her safety and address any problems or concerns with re-entry.

**ASSESSMENT AND CARE TEAM**

Knox County Schools is committed to maintaining campuses and workplace environments that are safe and secure for all students, staff, faculty, and visitors. As part of this commitment, Knox County Schools has established an Assessment and Care Team (“AaCT”), which is empowered to support school staff in assessing risk and, in cooperation with other agencies as appropriate, formulate an appropriate response in situations where an individual’s behavior and/or statements indicate they may present a threat to the health or safety of themselves or of others. The AaCT seeks to mitigate potential risks before they result in harm.

The AaCT consists of school administrative and counseling or school psychologist staff, along with any other staff who are assigned by the Executive Director of Student Supports and Director of School Culture.

**POSTVENTION**

Immediately following a student suicide death, the school or district crisis team shall meet and develop a postvention plan. At a minimum, the postvention plan shall address the following:

- 1. Verification of death;
- 2. Preparation of school and/or district response, including support services;
- 3. Informing faculty and staff of a student death;
- 4. Informing students that a death has occurred;
- 5. Providing counselors to support students, faculty and staff at the school; and
- 6. Providing information on the resources available to students, faculty and staff.

The crisis team shall work with teachers to identify the students most likely to be impacted by the death in order to provide additional assistance and counseling if needed. Additionally, staff and faculty will review suicide warning signs and reporting requirements.

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Legal References:

- 1. T.C.A. § 49-6-1901 et seq.
- 2. T.C.A. § 49-6-3004(c) (1).
- 3. T.C.A. § 33-8-202.

Approved as to Legal Form  
 By Knox County Law Director 1/2/2024  
 /Gary T. Dupler/Deputy Law Director