

# KNOX COUNTY BOARD OF EDUCATION POLICY

## Section A – School District Organization

Descriptor	Policy Title	Issued	Reviewed	Revised
A-100	School District-School Board Legal Status and Authority	July 1995	October 2018	December 2018
A-110	School District Planning, Goals and Objectives	July 1995	October 2018	December 2018
A-120	School Attendance Areas	July 1995	October 2018	March 2008
A-130	School Calendar	July 1995	October 2018	March 2011
A-140	School Day	July 1995	October 2018	January 2019
A-141	Emergency Closings	July 1995	October 2019	March 2011
A-142	Extended School Day/Year Programs and School-Age Childcare	July 1995	October 2018	December 2016

## Section B – School Board Operations

Descriptor	Policy Title	Issued	Reviewed	Revised
B-100	Board Self-Evaluation	July 1995	October 2018	July 2011
B-110	Method of Election of Officers	July 1995	October 2018	December 2018
B-111	Duties of Officers	July 1995	January 2019	March 2019
B-112	Duties of Board Members	July 1995	January 2019	May 2016
B-120	Board Member Development Opportunities	July 1995	January 2019	July 2011
B-130	Board Member Travel Expenses	July 1995	January 2019	May 2016
B-140	Board Committees	July 1995	January 2019	January 2017
B-150	Board-Community Relations	July 1995	January 2019	July 2016
B-160	School Board Meetings	July 1995	January 2019	October 2017
B-161	Notification of Meetings	July 1995	January 2019	August 2011
B-162	Agenda	July 1995	January 2019	December 2018
B-163	Rules of Order	July 1995	January 2019	March 2019
B-164	Voting Method	July 1995	January 2019	August 2016
B-165	Minutes	July 1995	January 2019	August 2016
B-170	Public Hearings	July 1995	January 2019	August 2011
B-171	Complaints and Appeals to the Board	July 1995	January 2019	May 2018
B-180	Public Forum	March 2016	June 2019	August 2019
B-190	Media Relations	July 1995	January 2019	August 2016
B-200	Policy Development and Adoption	July 1995	February 2019	April 2019
B-210	School Board Records	July 1995	January 2019	October 2017
B-220	Code of Ethics	July 1995	January 2019	September 2016
B-230	Civility Code	April 2011	January 2019	
B-240	School Board Legislative Involvement	July 1995	January 2019	March 2019

## Section C – General School Administration

Descriptor	Policy Title	Issued	Reviewed	Revised
C-100	School Administration Goals and Objectives	February 2000	February 2019	April 2019
C-110	Lines of Authority and Staff Relations	July 1995	February 2019	October 2011
C-120	Director of Schools	February 2000	February 2019	January 2017
C-121	Director of Schools Qualifications and Selection	February 2000	February 2019	October 2011
C-122	Director of Schools Recruitment and Selection	February 2000	February 2019	April 2019
C-123	Director of Schools Duties	July 1995	February 2019	September 2016

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## Section C – General School Administration (continued)

Descriptor	Policy Title	Issued	Reviewed	Revised
C-124	Director of Schools Compensation, Benefits and Expenses	February 2000	February 2019	April 2019
C-125	Evaluation of the Director of Schools	October 1996	February 2019	January 2017
C-131	Compensation Guides and Contracts for Certified Personnel	February 2000	February 2019	May 2019
C-132	Administrative and Supervisory Positions and Qualifications	July 1995	February 2019	January 2017
C-133	Employment of Administrative and Supervisory Personnel	July 1995	February 2019	March 2017
C-140	Administrative Procedures	July 1995	February 2019	October 2011
C-141	Administrative Reports	July 1995	February 2019	March 2017
C-150	Professional Development Opportunities	February 2000	February 2019	March 2008
C-160	Nepotism	July 1995	February 2019	February 2017
C-170	Conflict of Interest	July 1995	February 2019	March 2017
C-180	Advertising and Solicitation in Schools	November 2012	June 2019	August 2019
C-181	Political Solicitation	August 2019		
C-190	Complaints Under the Americans with Disabilities Act	July 1995	February 2019	October 2011
C-200	Honorary Diploma	April 2010	February 2019	August 2011
C-210	School Visitors	July 1995	February 2019	August 2011
C-220	Automated External Defibrillator	December 2019		
C-230	Bus Photograph/Video Retention and Viewing	December 2019		
C-231	Surveillance Photograph/Video Retention and Viewing	January 2020	November 2019	

## Section D – Fiscal Management

Descriptor	Policy Title	Issued	Reviewed	Revised
D-100	Fiscal Management Goals and Objectives	July 1995	June 2019	February 2017
D-110	Annual Operating Budget	July 1995	June 2019	April 2014
D-120	State and Federal Aid Eligibility Determination	July 1995	June 2019	February 2017
D-130	Donations, Gifts, and Bequests	July 1995	June 2019	August 2019
D-140	Receipt of Funds at School Level	July 1995	June 2019	February 2017
D-150	Deposit of Funds	July 1995	June 2019	February 2017
D-160	Bonded Employees	April 2008	June 2019	
D-170	Accounting System	July 1995	June 2019	February 2017
D-171	Financial Reports	July 1995	June 2019	February 2017
D-172	Audits	March 2000	June 2019	March 2017
D-190	Payroll	July 1995	June 2019	February 2017
D-200	Expenses and Reimbursements	July 1995	June 2019	February 2017
D-210	Inventories	July 1995	June 2019	March 2017
D-211	Capital Asset Investment and Management	May 2016	June 2019	February 2017
D-220	Surplus Property	July 1995	June 2019	March 2017
D-230	Purchasing	July 1995	June 2019	March 2017
D-232	Purchase Orders, Contracts and Requisitions	July 1995	June 2019	March 2017
D-241	Internal School Funds	March 2017	June 2019	August 2019
D-250	School Support Organizations	April 2008	June 2019	March 2017
D-260	Vendor Relations	July 1995	June 2019	March 2017
D-270	Grants Management	October 2009	June 2019	August 2015
D-280	Fundraising Activities	September 2019		

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## Section E – Business Management

Descriptor	Policy Title	Issued	Reviewed	Revised
E-100	Business Management Goals and Objectives	July 1995	April 2019	May 2008
E-110	Buildings and Grounds Management	July 1995	April 2019	March 2017
E-120	Safety	July 1995	April 2019	March 2017
E-121	Testing of Drinking Water for Contamination	December 2018	April 2019	
E-122	Emergency Preparedness Plan	July 1995	April 2019	May 2017
E-123	Crisis Management	July 1995	April 2019	April 2017
E-124	Risk Management	July 1995	April 2019	April 2017
E-125	Explosives and Explosive Devices Threat	January 2017	April 2019	
E-130	Community Use of School Facilities	July 1995	April 2019	October 2014
E-140	Equipment and Supplies Management	July 1995	April 2019	August 2015
E-141	Energy and Utility Management	July 2010	April 2019	
E-150	Security	July 1995	April 2019	April 2017
E-160	Traffic and Parking Controls	July 1995	April 2019	May 2008
E-170	Student Transportation Management	July 1995	April 2019	November 2017
E-171	Scheduling and Routing	July 1995	October 2019	March 2015
E-172	Agreement for Pupil Transportation Services	July 1995	April 2019	May 2017
E-173	Private Vehicles for Transporting Students	July 1995	April 2019	June 2017
E-180	Use of School System Owned or Leased Vehicles	June 2015	April 2019	May 2017
E-190	Food Service Management	July 1995	April 2019	May 2017
E-191	School Nutrition Program Charges	July 2016	April 2019	June 2019
E-200	Insurance Management	July 1995	April 2019	June 2019
E-201	Workers' Compensation	July 1995	April 2019	June 2019

## Section F – Facility Expansion Program

Descriptor	Policy Title	Issued	Reviewed	Revised
F-100	Facility Expansion Program Goals and Objectives	July 1995	June 2019	April 2017
F-110	Alterations and Modifications to Facilities	September 2001	June 2019	April 2017
F-121	Building New Athletic Facilities	July 1995	June 2019	April 2017
F-130	Retirement and Disposal of Facilities	May 2003	June 2019	May 2017
F-140	Naming Facilities	July 1995	January 2020	March 2020
F-150	New Project Planning	July 1995	June 2019	June 2017
F-151	Capital Planning	July 1995	June 2019	April 2017

## Section G – Human Resources

Descriptor	Policy Title	Issued	Reviewed	Revised
G-100	Introduction to Human Resources Policies	July 1995	March 2017	February 2012
G-110	Collaborative Conferencing	November 2012	March 2017	
G-120	Professional Growth Opportunities	July 1995	March 2017	May 2008
G-130	Complaints and Grievances	July 1995	April 2017	June 2017
G-131	Complaints about School Personnel	July 1995	April 2017	June 2017
G-140	Staff-Student Relations	July 1995	April 2017	June 2017
G-150	Staff-Community Relations	June 2000	April 2017	June 2017
G-160	Staff Conflict of Interest	July 1995	March 2017	May 2008

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## Section G – Human Resources (continued)

Descriptor	Policy Title	Issued	Reviewed	Revised
G-161	Social Media	October 2018	August 2018	
G-170	Staff Gifts and Solicitations	May 2008	March 2017	
G-180	Personnel Files	July 1995	October 2019	September 2017
G-190	Salary Deductions	May 2008	April 2017	June 2017
G-200	Academic Freedoms	July 1995	April 2017	June 2017
G-210	Drug-Free Workplace	July 1995	August 2018	October 2018
G-211	Smoking and the Use of Tobacco	June 2000	March 2017	February 2012
G-212	Employee Background Checks	October 2018	August 2018	
G-220	Harassment of Employees	July 1995	April 2017	June 2017
G-221	Employee Whistleblower Protection	October 2008	March 2017	May 2013
G-230	Personnel Definitions	July 1995	April 2017	June 2017
G-240	Compensation Guides and Contracts for Professional Personnel	July 1995	April 2017	June 2017
G-250	Utilization of Career Level Educators	July 1995	March 2017	May 2008
G-260	Extended Contracts	July 1995	March 2017	May 2008
G-270	Strategic Compensation	May 2011	March 2017	
G-280	Qualification and Duties of Teachers	July 1995	March 2017	June 2017
G-290	Hiring Personnel	July 1995	March 2017	October 2017
G-300	Assignment	July 1995	March 2017	May 2008
G-310	Job Sharing	September 2005	June 2017	
G-320	Tuition Assistance	December 2007	March 2017	May 2008
G-330	Tenure	July 1995	March 2017	June 2017
G-331	Non-Tenure	July 1995	March 2017	February 2016
G-340	Reductions in Certified Staff	July 1995	March 2017	February 2012
G-350	Evaluation of School-Based Certified Personnel	July 1995	March 2017	June 2012
G-360	Personnel Transfers	July 1995	October 2019	July 2017
G-370	Administrative Suspension	June 2000	March 2017	August 2017
G-380	Dismissal of Tenured Teachers	July 1995	March 2017	August 2017
G-381	Suspension/Dismissal of Non-Tenured Teachers	October 1996	March 2017	July 2017
G-390	Appointment of Hearing Officers	April 2010	September 2017	November 2017
G-400	Resignation	June 2000	March 2017	May 2008
G-410	Retirement	July 1995	March 2017	May 2008
G-420	Working Conditions	July 1995	March 2017	June 2012
G-430	Personnel Health Examinations and Communicable Diseases	July 1995	March 2017	June 2012
G-440	Time Schedules and Extra Duty	June 2000	March 2017	August 2017
G-450	Tutoring for Pay	July 1995	March 2017	April 2012
G-460	Emergency and Legal Leave	July 1995	March 2017	July 2017
G-461	Sick and Bereavement Leave	July 1995	March 2017	July 2017
G-462	Personal and Professional Leave	July 1995	March 2017	May 2008
G-463	Long-Term Leaves of Absence	July 1995	March 2017	August 2017
G-464	Family and Medical Leave	July 1995	March 2017	August 2017
G-465	Military Leave	June 2000	March 2017	May 2008
G-466	Legislative Leave	June 2000	March 2017	July 2017
G-470	Substitute Teachers	July 1995	March 2017	July 2017
G-480	Student Teachers and Teacher Interns	July 1995	March 2017	June 2012

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## Section G – Human Resources (continued)

Descriptor	Policy Title	Issued	Reviewed	Revised
G-490	Third Party Funded Positions	January 2011	April 2017	
G-500	Compensation Guides and Contracts for Support Personnel	July 1995	April 2017	August 2017
G-510	Evaluation of Classified Personnel	July 1995	April 2017	August 2017
G-520	Dismissal of Classified Personnel	July 1995	April 2017	October 2013
G-530	Transfers of Classified Personnel	July 1995	April 2017	May 2008
G-540	Reduction in Staff for Classified Personnel	July 1995	April 2017	May 2008
G-550	Resignation of Classified Personnel	July 1995	April 2017	May 2008
G-560	Classified Personnel Health Examinations and Communicable Diseases	July 1995	April 2017	May 2008
G-570	Time Schedules of Classified Personnel	July 1995	April 2017	April 2012
G-571	Overtime Pay of Classified Personnel	July 1995	April 2017	May 2008
G-580	Non-School Activities of Classified Personnel	July 1995	April 2017	June 2012
G-590	Leaves and Absences of Classified Personnel	July 1995	April 2017	August 2017
G-591	Vacations and Holidays of Classified Personnel	July 1995	April 2017	May 2008

## Section H – Negotiations

*Section H of the Knox County Board of Education Policy Manual was rescinded when the Professional Educators Collaborative Conferencing Act (PECCA) replaced the Education Professional Negotiation Act (EPNA) effective June 1, 2011. For policy information regarding PECCA, see Board Policy G-110 “Collaborative Conferencing.”*

## Section I – Instructional Goals and Objectives

Descriptor	Policy Title	Issued	Reviewed	Revised
I-100	Instructional Goals and Objectives	July 1995	May 2017	March 2016
I-110	Curriculum	July 1995	October 2019	March 2016
I-120	Early College Admission	July 1995	May 2017	June 2008
I-121	Enrollment in College Level Courses	July 1995	May 2017	March 2016
I-122	Course Credit Earned Outside the Base High School	February 2002	May 2017	March 2016
I-130	Work-Based Learning	July 1995	May 2017	March 2016
I-140	Homebound Instruction	January 2008	May 2017	August 2016
I-150	Gifted and Talented	February 2008	May 2017	March 2016
I-160	Special Education	July 1995	May 2017	August 2017
I-170	Extracurricular Activities	July 1995	August 2018	October 2018
I-171	Interscholastic Athletics	July 1995	May 2017	August 2017
I-172	Interscholastic Sports Examination	July 2008	May 2017	March 2016
I-180	Adult Apprenticeship Program	July 1995	May 2017	July 2016
I-190	Organization for Instruction	July 1995	May 2017	August 2017
I-200	Class Size	July 1995	August 2018	October 2018
I-210	Textbook, Selection, Distribution and Care	July 1995	October 2017	December 2017
I-211	Selection of Instructional Materials Other than Textbooks	July 1995	May 2017	July 2017
I-212	Reconsideration of Instructional Materials and Textbooks	July 1995	May 2017	August 2017
I-220	Access to Electronic Media	April 1996	October 2017	December 2017
I-221	District Website	December 1998	May 2017	August 2017
I-222	Internet Safety	November 2008	May 2017	July 2017
I-230	Use of Copyrighted Materials	July 1995	May 2017	July 2017
I-231	Duplicating Copyrighted Materials	July 1995	October 2017	December 2017

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## Section I – Instructional Goals and Objectives (continued)

Descriptor	Policy Title	Issued	Reviewed	Revised
I-241	School Libraries	July 1995	May 2017	August 2017
I-242	Community Instructional Resources	July 1995	October 2017	December 2017
I-250	Off-Campus Trips	July 1995	May 2017	August 2017
I-260	School Volunteers	July 1995	May 2017	August 2012
I-270	Family and Community Engagement	July 1995	May 2017	August 2017
I-280	Federal Programs	July 1995	May 2017	August 2017
I-290	ESL Program Policy	February 2006	May 2017	February 2012
I-310	Reporting Student Progress	July 1995	May 2017	June 2008
I-311	Authorization for a Grade Change	October 2008	May 2017	
I-320	Homework	July 1995	May 2017	April 2013
I-330	Senior Classification	July 1995	October 2018	December 2018
I-340	Promotion, Retention, Acceleration	July 1995	October 2017	December 2017
I-341	Uniform Grading Policy	December 2018	December 2018	
I-350	Repeating High School Classes	July 1995	October 2017	December 2017
I-351	Credit Recovery	January 2017	May 2017	August 2017
I-360	Double Credits in English	July 1995	May 2017	June 2008
I-370	Graduation Requirements	July 1995	October 2019	December 2019
I-371	Early Graduation	July 1995	May 2017	March 2013
I-372	Commencement Ceremony	July 1995	May 2017	December 2016
I-373	Graduating with Honors or Distinction	March 2013	October 2017	December 2017
I-380	Testing Programs	July 1995	May 2017	July 2017
I-381	Integration of TCAP and EOC Scores in Student Grades	March 2011	October 2018	December 2018
I-383	Test Security	July 1995	May 2017	May 2013
I-390	Value-Added Assessment Teacher Effect Data Access, Distribution & Security	October 1996	May 2017	April 2013
I-400	Surveys, Analysis and Evaluations	February 2013	May 2017	
I-410	Program Evaluation	July 1995	May 2017	June 2008
I-420	Controversial Issues	July 1995	May 2017	August 2017
I-430	Recognition of Religious Beliefs, Customs and Holidays	July 1995	May 2017	June 2008
I-431	Religion in the Curriculum	July 1995	May 2017	August 2017
I-432	Religious Expression	July 2006	May 2017	June 2008
I-433	Prayer and Period of Silence	July 1995	May 2017	June 2008
I-440	Wellness Policy – Nutritional Standards for Food Items Sold	April 2006	October 2017	March 2018
I-441	Wellness Policy – Physical Activity	April 2006	October 2019	December 2019
I-450	Public Charter Schools	September 2011	October 2019	December 2019

## Section J – Students

Descriptor	Policy Title	Issued	Reviewed	Revised
J-100	Student Goals and Objectives	July 1995	June 2017	June 2008
J-110	Equal Educational Opportunities	July 1995	June 2017	June 2008
J-120	Attendance	July 1995	February 2019	April 2019
J-121	Attendance of Non-Resident Students	July 1995	June 2017	June 2008
J-122	Compulsory Attendance Ages	July 1995	June 2017	October 2017
J-130	Home Schools	July 1995	June 2017	August 2014
J-140	Homeless Students	May 2003	June 2017	October 2017

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## Section J – Students (continued)

Descriptor	Policy Title	Issued	Reviewed	Revised
J-150	School Admissions	July 1995	June 2017	June 2008
J-151	Student Assignment	July 1995	June 2017	October 2017
J-152	Student Transfers Within the System	July 1995	June 2017	July 2017
J-153	Sibling Priority Admission	March 2005	June 2017	June 2008
J-154	Out-of-District Student Transfers to the Regional STEM Academy	July 2016	June 2017	
J-160	Withdrawals	July 1995	June 2017	June 2008
J-170	Release During School Hours	July 1995	June 2017	October 2017
J-180	Rights and Responsibilities	July 1995	July 2017	September 2013
J-181	Procedural Due Process	July 1995	July 2017	June 2008
J-190	Code of Behavior and Discipline	July 1995	July 2017	September 2017
J-191	Misbehaviors and Disciplinary Options	July 1995	January 2020	March 2020
J-192	Detention	July 1995	July 2017	May 2014
J-193	Student Suspension	July 1995	June 2017	August 2017
J-194	Zero Tolerance Offenses	July 1995	August 2019	October 2019
J-195	Student Disciplinary Hearing Authority	July 1995	July 2017	June 2008
J-196	Admission of Suspended or Expelled Students	July 1995	July 2017	October 2017
J-200	Interrogations and Searches	July 1995	July 2017	July 2016
J-201	Random Searches for Dangerous Weapons	November 2008	July 2017	October 2017
J-210	Harassment of Students	July 1995	July 2017	December 2011
J-211	Harassment, Intimidation, and Bullying or Cyber-Bullying	June 2005	June 2017	August 2017
J-212	Student Conduct and Safe Relocation of Students	July 1995	June 2017	December 2013
J-220	Alcohol, Drug and Tobacco Use	July 1995	February 2019	March 2019
J-221	Student Alcohol and Drug Testing	July 1995	June 2017	May 2014
J-230	Weapons and Dangerous Instruments	November 1994	July 2017	September 2017
J-240	Use of Personal Communication Devices in School	June 2008	June 2019	August 2019
J-250	Bus Conduct	July 1995	June 2017	September 2017
J-260	Dress Code	October 2000	June 2017	April 2017
J-270	Care of School Property	July 1995	June 2017	September 2017
J-280	Alternative School Programs	July 1995	June 2017	October 2017
J-281	Alternative School Services	July 2003	June 2017	September 2017
J-290	Unsafe School Choice	June 2004	June 2017	June 2008
J-300	Criminal Gang Awareness	October 2008	June 2017	
J-310	Adjudicated Delinquent Students	October 2008	June 2017	September 2017
J-320	Independent Evaluations of Students	July 1995	June 2017	November 2013
J-330	Student Counseling Program	July 1995	September 2017	November 2017
J-340	Student Insurance Program	July 1995	July 2017	June 2008
J-350	School Health Services	July 1995	September 2017	November 2017
J-351	Physical Examinations and Immunizations	July 1995	September 2017	November 2017
J-352	Medication	July 1995	September 2017	November 2017
J-353	Acquired Immune Deficiency Syndrome (AIDS)	July 1995	September 2017	November 2017
J-354	Glucagon Administration	February 2004	September 2017	November 2017
J-355	Guidelines for Managing Life-Threatening Allergies	July 1995	July 2017	July 2014
J-356	Guidelines for Managing Life-Threatening Food Allergies	July 1995	September 2017	November 2017
J-357	Student Communicable Diseases	July 1995	September 2017	November 2017



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## Section J – Students (continued)

Descriptor	Policy Title	Issued	Reviewed	Revised
J-358	Adrenal Insufficiency	November 2017	September 2017	November 2017
J-360	Student Psychological Services	July 1995	July 2017	June 2008
J-370	School Social Work Services	July 1995	September 2017	November 2017
J-380	Supervision of Students	July 1995	July 2017	November 2013
J-390	Child Custody/Parental Access	October 1996	July 2017	June 2008
J-391	Power of Attorney for Care of a Minor Child	October 2003	July 2017	June 2008
J-392	Students in Foster Care	November 2017	February 2019	April 2019
J-400	Child Abuse and Neglect	July 1995	September 2017	November 2017
J-410	Married and/or Pregnant Students	July 1995	September 2017	June 2008
J-420	Accidents and Illnesses	July 1995	September 2017	April 2014
J-421	Heat Illness Prevention	December 2007	September 2017	April 2014
J-430	School Nutrition Program	July 1995	September 2017	November 2017
J-450	Student Representative to the Knox County Board of Education	February 2008	September 2017	March 2013
J-460	Student Clubs and Organizations	July 1995	September 2017	June 2008
J-461	Student Government	July 1995	September 2017	June 2008
J-470	Student Publications	July 1995	September 2017	October 2013
J-480	Student Social Events	July 1995	September 2017	June 2008
J-490	Student Performance	July 1995	September 2017	November 2017
J-500	Student Solicitations	July 1995	September 2017	June 2008
J-510	Student Vehicles	July 1995	September 2017	November 2017
J-520	Contests for Students	July 1995	September 2017	June 2008
J-530	Awards and Scholarships	July 1995	September 2017	November 2017
J-540	Gifts	July 1995	September 2017	June 2008
J-550	Student Records	July 1995	September 2017	November 2017
J-551	Student Records – Annual Notification of Rights	July 1995	September 2017	November 2017
J-552	Student Educational Records	July 1995	September 2017	April 2015
J-560	Student Fees and Fines	July 1995	September 2017	December 2009
J-570	Service Animals	December 2010	September 2017	October 2016
J-580	Student Suicide Prevention	January 2017	October 2019	December 2019