For the purpose of improvement of school Board leadership, the Board of Education will conduct an annual self-evaluation.

This annual evaluation shall be based upon the following:

a) Board members shall know and be involved in the development of standards by which they will evaluate themselves.

b) The evaluation shall be a composite of individual Board members opinions but the Board as a whole shall meet to discuss the results.

c) Evaluation shall include discussion of strengths as well as weaknesses.

d) The Board is not required to limit itself to those items included in any formal evaluation instrument which is used.

e) Each judgment shall be supported by as much rational and objective evidence as possible.

f) At the conclusion of the evaluation, the Board will develop a series of Board goals for the ensuing year which are stated in terms of behavioral change or productivity gains.
In September of each year, the Board shall hold a called meeting to organize, and the Board shall organize by electing a Chair and a Vice Chair to serve one-year terms, or until a successor is named or they are no longer members of the Board. The newly elected Chair and Vice Chair shall be seated at the first regular (voting) meeting in September. Each Board officer shall be eligible for re-election.

If no officer of the Board is serving at the time of the organizational meeting, the longest serving member may call the meeting to order and preside until a Chair is elected as the first order of business.

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

Legal Reference:

1. T.C.A. § 49-2-202(c)(2).

Approved as to Legal Form
By the Knox County Law Director 3/30/2016
/Gary T. Dupler/Deputy Law Director
**Duties of Officers**

**CHAIR**

The Chair of the Board shall have the following duties:

1. To assist the Director of Schools in preparing meeting agendas;
2. To preside at all meetings of the Board;
3. To appoint committees authorized by the Board no later than the voting meeting in the month following the election of the Chair;
4. To function as Chair of the Executive Committee;
5. To countersign all warrants authorized by the Board and issued by the Director of Schools for all expenditures of the school system;
6. To conduct Board hearings;
7. To prepare the school budget with the Director of Schools;
8. To authorize the use of mechanical and electronic check writing equipment;
9. To certify, in coordination with the Director of Schools, the value of surplus property valued at less than $250.00; and
10. To carry out other such duties as may be assigned by the Board.

**VICE CHAIR**

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

**SECRETARY**

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

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

**CHAIR PRO TEM**

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

1. T.C.A. § 49-2-205.
2. T.C.A. § 49-5-512(c).

Cross Reference:

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

Approved as to Legal Form
By the Knox County Law Director 1/31/2019

/Gary T. Dupler/Deputy Law Director
Duties of Board Members

The duties of an individual Board member shall be as follows:

1. To participate in state mandated training.¹

2. To become familiar with State school laws, regulations of the State Department of Education, and school Board policies, rules and regulations;

3. To have a general knowledge of the educational aims and objectives of the system;

4. To work harmoniously with other Board members without trying either to dominate the Board or neglect his or her share of the work;

5. To vote and act impartially for the good of the school system;

6. To accept the will of the majority vote in all cases and give support to the resulting action;

7. To represent the Board and the school system to the public in such a way as to promote both interest and support; and

8. To refer complaints to the Director of Schools and to abstain from individual counsel and action in regard to staff members.

Legal Reference:

1. TCA § 49-2-202(a)(6).

Approved as to Legal Form
By the Knox County Law Department 3/30/2016
/Gary T. Dupler/Deputy Law Director
Board member development is an ongoing process for all Board members and a vital responsibility for effective Board membership. The Board shall participate in activities designed to assist Board members in improving their skills as members of a policy-making body.

In order to control both the investment of time and funds necessary to implement this policy, the Board establishes these principles and procedures for its guidance:

1. A calendar of School Board conferences, conventions and workshops shall be maintained by the Board secretary and provided to each Board member. The Board will regularly identify which meetings should be attended and the benefits which would be derived from participation in such meetings;

2. Funds for participation at such meetings shall be budgeted on an annual basis. The Board as a whole shall retain the authority to approve or disapprove the participation of members in planned activities;

3. Reimbursement to Board members for their travel expenses shall be in accord with the travel expense policy for staff members;¹

4. When a conference, convention or workshop is not attended by the full Board, those participating will be requested to share information, recommendations and materials acquired at the meeting; and

5. The public shall be kept informed through the Board of Education webpage and the news media about the Board’s continuing in-service education and about the programs anticipated for short- and long-range benefits to the schools.

The Board regards participation in local, state and national conferences provided by professional associations and subscription to publications addressing Board related concerns as appropriate types of activities and services under this policy.

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

The Board Chair and the Director of Schools shall arrange an orientation for new Board members which shall be conducted no later than thirty (30) days after new Board members take office.
Legal Reference:

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

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

Legal References:

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

Cross Reference:


Approved as to Legal Form
By the Knox County Law Department 3/30/2016
/Gary T. Dupler/Deputy Law Director
## GENERAL

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

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

## EXECUTIVE COMMITTEE

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

1. To prepare an agenda for each regularly scheduled meeting of the Board, with public notice of such agenda-setting meeting(s);
2. To prepare the annual budget in the approved forms of the Commissioner of Education, to be submitted to the Board for its approval;
3. To advertise for bids and let contracts authorized by the Board;
4. To examine all accounts authorized by the Board and ensure that the approved budget is not exceeded;
5. To submit for approval at each regular meeting of the Board a full report of all business transacted since the last regular meeting; and
6. To transact any other business assigned to the committee by the Board.
7. Current Board Members shall be allowed to attend and observe meetings of the Executive Committee which are not public noticed; and as observers, Board Members may not comment, discuss or deliberate with the committee.

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Legal References:
1. TCA § 49-2-205(2).
2. TCA § 8-44-102(b).
3. TCA § 49-2-203(a)(11).
4. TCA § 49-2-206; TCA § 49-2-205(3).

Approved as to Legal Form
By Knox County Law Director 12/7/2016
/Gary T. Dupler/Deputy Law Director
In order to promote school-community interaction relating to the policy and operation of the schools, the Board will:

1. Strive to keep the community regularly informed about all policies, planning, academic achievement and other items of interest through multiple channels of communication, by its own efforts and the efforts of the Director of Schools;

2. Direct all school employees, including teachers, administrators and support service personnel to participate in good school-community interaction by:
   a. Transmitting pertinent and correct information to citizens upon request or upon the initiative of school employees;
   b. Encouraging the principal of each school to develop a public relations and outreach program for his or her school and also promote programs which both involve and engage parents and the community in the life of the school and the success of students.

The Director of Schools shall be responsible for leadership in school-community relations. Through the use of his staff, he will promote a program to best coordinate the engagement of families and the community in the success of the Knox County Schools.
The Board will transact all business at official meetings that may be either regular or special.

Every meeting of the Board, except with the attorney to discuss pending or threatened litigation and to discuss collective bargaining matters, will be open to the public. Open meetings will be physically accessible to all students, employees and interested citizens.

REGULAR MEETINGS

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

SPECIAL MEETINGS

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

NON-VOTING MEETINGS

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

ELECTRONIC PARTICIPATION IN BOARD MEETINGS

Board Members may participate in scheduled board meetings by electronic means if the member is out of the county for the member's work, a family emergency or due to the member's military service. To participate electronically the member must be visually identified by the chairman at the beginning of the meeting.

The following constraints apply to electronic participation in Board meetings:

1. No board meeting shall be conducted with electronic participation unless a quorum of members is physically present at the location of the meeting.

2. A board member wishing to participate in a scheduled board meeting electronically who is or will be out of the county because of work shall give at least five (5) days notice prior to the scheduled board meeting of the member's intention to participate electronically.

3. No board member shall participate electronically in board meetings more than two (2) times per year; except, that this limitation shall not apply to a board member who is out of the county due to military service.
Legal References:

Approved as to Legal Form 8/25/2017
By Knox County Law Director
/Gary T. Dupler/Deputy Law Director
Adequate notice of meetings¹ in the case of regular meetings shall consist of the approval of a schedule of all regular meetings for the Board for a year. The approved schedule shall be publicly posted on the Board of Education webpage for access to all community members. No other notice of regular meetings shall be necessary beyond those stated and the holding of the particular regular meetings at the appointed times and places, provided the date and time of the next regular meeting was announced at the last held board meeting.

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

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

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

Legal References:

1. TCA § 8-44-103.
2. TCA § 49-2-202(c)(1).
SETTING THE AGENDA

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

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

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

DISTRIBUTING THE AGENDA

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

APPROVING THE AGENDA

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

Any member of the Board may request that an item be moved from the consent agenda. The Board may by majority vote add item(s) not previously included on the agenda. The former use of “personal privilege” is abolished and the Board shall observe the current edition of Robert’s Rules of Order with regard to motions for deferment and placement or removal of items on the table.

CONSENT AGENDA

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

At the beginning of each fiscal year, the Board shall adopt an annual planning calendar, stating month-by-month actions required by law and those required to carry out the Board's annual goals and objectives and the State Board of Education's performance standards.

Approved as to Legal Form
By Knox County Law Director 10/25/2018
/Gary T. Dupler/Deputy Law Director
The rules contained in the current edition of Robert's Rules Of Order, Newly Revised, shall govern the Board in all cases to which they are applicable, except as otherwise provided by any statutes applicable to the Board, or by policies of this Board including the following:

**ORDER OF BUSINESS**

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

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

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

**CHAIR'S PARTICIPATION**

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

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Legal Reference:
1. T.C.A. § 49-5-409(b)(1).

Approved as to Legal Form
By Knox County Law Director 1/23/2019
/Gary T. Dupler/Deputy Law Director
A formal vote shall be taken on any question brought before the Board and the decision shall be made on the basis of a majority of the elected membership voting “aye” or “nay” when a quorum exists, except when a rule or statute requires otherwise. Abstentions, passes, and such other responses shall not be counted in determining whether a motion passes or fails.¹

Roll call votes will be used upon the request of any Board member. No secret votes shall be used.² The person chairing the meeting shall have a vote on all matters voted on by the Board.³

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Legal References:

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

Approved as to Legal Form
By Knox County Law Director 5/9/2016
/Gary T. Dupler/Deputy Law Director
The Director of Schools shall keep, or cause to be kept, complete and accurate minutes of all meetings of the Board. The draft of the minutes of the previous meeting will be made available to all Board members with the posting of the agenda for the subsequent meeting. Following their approval by the Board, the minutes shall be signed by the Chair and Director of Schools. The minutes shall become permanent records of the Board and shall be posted upon the Board of Education page of the Knox County Schools website immediately after approval by the Board.

The minutes shall include:

1. The nature of the meeting (regular or special), time, place, date, Board members present or absent, and the approval of the minutes of the preceding meeting;

2. The record of all motions, proposals, and resolutions passed or denied by the Board, together with the names of the members making and seconding the motions, and a record of the members voting “aye” and “nay” in the event of a roll call vote;

3. Reports, documents and objects relating to a formal motion may be omitted from the minutes, if they are referred to and identified by title and date;

4. Names of persons addressing the Board and the purpose of their remarks; and

5. A brief account of those items discussed, and whether or not any motions were made regarding those items.

Legal References:

1. TCA § 49-2-301(b)(1)(C).
3. TCA § 8-44-104.
4. TCA § 10-7-503.
5. TCA § 49-2-203(a)(12).

Approved as to Legal Form
By Knox County Law Director 6/15/2016
/Gary T. Dupler/Deputy Law Director
The Board may hold public hearings in the following circumstances:

1. To hear, on the record, a tenured teacher’s appeal of a termination decision rendered by the duly appointed impartial hearing authority;¹

2. When a student has been suspended and the resolution has not been satisfactory;²

3. When a parent or legal guardian shall contest the school assignment of their child;³ and/or

4. When the Board deems it to be in the public interest.

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

Legal References:

1. TCA § 49-2-203(a)(7); TCA § 49-5-512(c).
2. TCA § 49-6-3401.
3. TCA § 9-6-3201.
ADDRESSING COMPLAINTS

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

Complaints regarding an instructional program should first be addressed to:

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

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

1. the principal or the assistant principal;
2. the appropriate supervisor or director;
3. the Ombudsman; and
4. the Director of Schools.

The complainant must attempt to resolve a complaint before the matter is elevated to the next level. The complainant may contact the Ombudsman at any level in the process to seek assistance determining the appropriate individual or department to address the concern.

After completion of these processes, if the individual or group still believes a complaint has not been satisfactorily addressed, a request may be made for the complaint to be heard by the Board using the following process:

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

5. The Board will render a decision on complaints that have followed the proper process as outlined above, as soon as possible after receiving the complaint.

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

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

**APPEALS TO THE BOARD**

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

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

Approved as to Legal Form
By Knox County Law Director 3/23/2018
/Gary T. Dupler/Deputy Law Director
The Board of Education desires to hear from individuals and/or groups on matters important to education. As a normal practice, time is set aside at each Board meeting for Public Forum, during which individuals or groups may request to speak to the Board. Meetings may occur, on occasion, when the Chair deems it in the best interest of the district to not include Public Forum. A majority vote of members present can overrule the decision of the Chair.

As a rule, Public Forum at regular session voting Board meetings is open to any topic related to education, except for personnel matters which are handled according to Board Policy B-171. Public comment at work sessions, called meetings, and other special meetings will be limited to items on the agenda.

Individuals or groups seeking to address the Board during Public Forum should register by contacting the Board Secretary via telephone or e-mail no later than 4:00 p.m. on the day prior to the scheduled meeting or by speaking with the Board Vice Chair in person prior to the start of the meeting. Information required for registration will include name, contact information, address, and topic. Groups seeking to address the Board may be asked to select one or more delegates to speak on their behalf unless determined otherwise by the Board.

Speakers may be granted time to speak when their topic of interest is addressed on the agenda, otherwise, Public Forum speakers will be recognized as indicated on the meeting agenda. The Chair may also recognize individuals who have not arranged to speak beforehand if the Chair determines that such is in the public interest. A majority vote of members present can overrule the decision of the Chair.

Recognition of individuals who are not Knox County residents is to be determined by a majority vote of the Board.

Public Forum speakers shall address remarks to the entire Board and not individual members. Each person speaking shall state his or her name and county of residence and have up to five (5) minutes to make remarks unless time is extended by a majority vote of the Board. Members of the Board and the Director of Schools may have the privilege of asking questions of any person who addresses the Board.

The Board respects and appreciates the good intentions that bring citizens to speak at Public Forum. The Board asks that speakers show their respect for the Board, the staff and other citizens by speaking in a manner that is civil and courteous. The Chair or Vice Chair shall have the authority to terminate the remarks of any individual who is disruptive, degrading and/or insulting or who does not adhere to Public Forum rules.

Individuals seeking additional information about Public Forum or any item on a meeting agenda shall direct inquiries to the office of the Board of Education or the Director of Schools.

Approved as to Legal Form
By the Knox County Law Director 7/17/2019

/Gary T. Dupler/Deputy Law Director
A copy of the agenda and agenda materials shall be posted on the district website at the time it is provided to Board members. Additionally, all reports approved by the Board shall be made available to the media.

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

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

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

The school system has a responsibility to provide information to the public, including members of the media, as appropriate. Therefore, the principal of each school shall be responsible for developing a public relations and outreach program for his or her school and shall promote programs which both involve and engage parents and the community in the life of the school and the success of students.
Policies are principles adopted by the Board of Education to serve as guidelines and goals for the successful and efficient functioning of Knox County Schools. The policies of the Knox County Board of Education are framed, and meant to be interpreted, in terms of Tennessee laws, rules and regulations of the State Board of Education, and all other regulatory agencies within the county, state and federal levels of government.

Either the Administration or a Board member may propose policies or policy amendments. All proposed policies or policy amendments shall first be brought to the Director of Schools or the Director of School’s designee for addition to the policy review process. Following the review process, proposed policies or policy amendments shall be submitted to the Board for consideration as part of the agenda. Policies and substantive policy amendments shall be considered through two readings at separate Board meetings. Upon first reading, the Administration or Board member proposing the policy or policy amendment shall address the Board and introduce the proposal. Upon second reading, the Board may take final action on the proposal. Adoption shall require an affirmative vote by a majority of the members of the Board. Policies and policy amendments adopted by the Board shall be made a part of the minutes and shall be placed in the policy manual which will be posted on the Knox County Schools website. Policies and policy amendments shall be effective immediately upon adoption unless a specific effective date is provided, and shall supersede any previous Board action on the subject.

POLICY MAINTENANCE

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

SUSPENSION OF POLICIES

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

ADMINISTRATION IN POLICY ABSENCE

In cases where the Board has provided no guidelines for administrative action, the Director of Schools shall have the power to act, but report to the Board at its next meeting.
Legal Reference:
1. T.C.A. § 49-2-207.

Approved as to Legal Form
By Knox County Law Director 2/25/2019
/Gary T. Dupler/Deputy Law Director
The Director of Schools shall maintain all school system records required by law, regulation and board policy. Any citizen of Tennessee, state official or other authorized person shall be permitted, upon written request, at a reasonable time, to inspect all records maintained by the school district unless otherwise prohibited by law, regulation or board policy. A person who has the right to inspect a record may request and receive copies of the documents subject to the payment of reasonable cost.\textsuperscript{1,2,3,4}

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

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

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

1. The Director of Schools will determine if a particular record is of permanent or temporary value in accordance with regulations promulgated by County Public Records Commission and the Tennessee Institute for Public Services records manual;\textsuperscript{5,6}

2. Temporary value records which have been kept beyond the required time may be recommended to the Public Records Commission for destruction;\textsuperscript{7,8}

3. The records that the State Librarian and Archivist desire to preserve in their facilities will be transferred to the State Library and Archives. The temporary value records rejected by the State Library and Archives may be transferred to another institution or destroyed;\textsuperscript{7,8,9} and

4. Permanent records will be kept in some usable form. If the Director of Schools desires to destroy the original permanent record, these records must be reproduced by microfilming or some other permanent reproduction method. Permission to destroy any original digital permanent record after microfilming follows the same procedure noted above for temporary records.\textsuperscript{6,8}

5. The Director of Schools shall establish procedures to safeguard against the unlawful destruction or removal of records.\textsuperscript{8}

6. Intentional misuse of Criminal History Record Information (CHRI) is not permitted and all allegations of same will be investigated. Use of CHRI for any purpose other than what is allowed by federal or state law is misuse. If misuse is discovered through an investigation, appropriate action will be taken. Additionally, misuse of CHRI shall be reported to the Tennessee Bureau of Investigation.
Legal References:

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

Approved as to Legal Form 8/25/2017
By Knox County Law Director
/Gary T. Dupler/Deputy Law Director
DEFINITIONS

1. "School district" means Knox County School District, which was duly created by a public or private act of the General Assembly; and which includes all boards, committees, commissions, authorities, corporations or other instrumentalities appointed or created by the school district or an official of the school district.

2. "Officials and employees" means and includes any official, whether elected or appointed, officer, employee or agent, or any member of any board, agency, commission, authority or corporation (whether compensated or not), or any officer, employee or agent thereof, of the school district.

3. "Personal interest" means, for the purpose of disclosure of personal interests in accordance with this Code of Ethics, a financial interest of the official or employee, or a financial interest of the official's or employee's spouse or child living in the same household, in the matter to be voted upon, regulated, supervised, or otherwise acted upon in an official capacity.

DISCLOSURE OF PERSONAL INTEREST IN VOTING MATTERS

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

DISCLOSURE OF PERSONAL INTEREST IN NON-VOTING MATTERS

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

CONFLICT OF INTEREST

The Director of Schools, members of the Board of Education, administrative, supervisory, or teaching personnel or other school officer shall have no financial interest, directly or indirectly, in supplying books, maps, school furniture, or apparatus or other compensated services for the schools or to act as agent for any author, publisher, bookseller, or dealer in school furniture or apparatus.
1. School employees may not purchase for sale to students any goods or equipment or render any service to the school system on a commission basis;

2. Employees who have patented or copyrighted any device, publication, or other item shall not receive royalties for use of such item in the school system;

3. Employees shall not engage in any type of work where the source of information concerning a customer, client, or employer originates from information obtained through the school system;

4. The Board shall make no purchase of supplies, materials, or equipment from a school system employee, and

5. Employees shall not sell instructional supplies, equipment and reference books in a territory that includes the parents of the children of the school in which the employee is assigned.

6. Employees shall be permitted to hold employment outside the school system so long as such activities do not (a) occur during the school day, or (b) interfere with regularly scheduled or appropriately assigned duties for the school system, or (c) reflect unfavorably on the school system.

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

**ACCEPTANCE OF GIFTS AND OTHER THINGS OF VALUE**

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

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

1. Entertainment, food, refreshments, meals, health screenings, amenities, foodstuffs, or beverages that are provided in connection with a conference sponsored by an established or recognized statewide professional association or by an umbrella or affiliate organization of such statewide association.

2. Gifts from a member of an employee’s or official’s immediate family or from an individual if the gift is given for a nonbusiness purpose and is motivated by a close personal friendship and not by the position of the employee of public official.

3. Food and refreshments of nominal value when they are part of the elected official or employee's participation in a charitable, civic, political or community event, which bears a relationship to the official or employee's office and the official or employee is attending in an official capacity;

4. Food, refreshments, foodstuffs, entertainment and beverages provided as part of a meal or other event if the value of such items does not exceed thirty-five dollars ($35) per occasion,
with a limit of two (2) meals per day. Entrance fees, admission fees, or tickets shall be valued on the face value of the ticket or fee, or on a daily or per event basis, whichever is greater.

**MISUSE OF PUBLIC POSITION**

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

**USE OF GOVERNMENT PROPERTY**

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

**ETHICS COMPLAINTS**

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

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

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

The Committee may:

1. refer the matter to the Board Attorney for a legal opinion and/or recommendations for action;
2. in the case of an official, refer the matter to the school board body for possible public censure if the board body finds such action warranted;
3. in the case of an employee, refer the matter to the official responsible for supervision of the employee for possible disciplinary action if the official finds discipline warranted;
4. in a case involving possible violation of state statutes, refer the matter to the district attorney for possible ouster or criminal prosecution.
5. Dismiss a complaint based on the record if it is found to have no merit.

The interpretation that a reasonable person in the circumstances would apply shall be used in interpreting and enforcing this Code of Ethics. When a violation of this Code of Ethics also constitutes a violation of a personnel policy or a civil service policy, the violation shall be dealt with as a violation of the personnel or civil service provisions rather than as a violation of this Code of Ethics.

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

EXCEPTIONS TO POLICY

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

1. the exception does not violate any statutory or regulatory constraints under which the school system must operate;
2. the request for exception is made in writing and approved prior to taking the action(s) in question;
3. the exception is granted in writing and for a specific instance or occurrence.

Nothing in this policy should be considered to prohibit a teacher or employee from accepting a gift made in the aggregate from a student group, parent group, or community group or organization in recognition of services rendered to the group, organization or the community in general. However, such gifts should be modest and should not be presented in such a manner as to influence an action or to constitute payment for services rendered.

Legal References:

2. § 9.08 Knox County Charter Provisions.
3. T.C.A. § 49-2-301(c).

Approved as to Legal Form
By Knox County Law Director 7/25/2016
/Gary T. Dupler/Deputy Law Director
**PHILOSOPHY OF PERSONAL CONDUCT**

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

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

**EXPECTATIONS**

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

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

**RESPONSE TO UNCIVIL BEHAVIOR**

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

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

4. Any visitor on school district property who has breached this Civility Code may be directed to leave the premises by an administrator or security officer. If such person does not immediately and willingly leave, law enforcement may be called.
The Board will work for the passage of new laws designed to advance the cause of improving education and for the repeal or modification of existing laws and the defeat of proposed laws that impede this cause.

To accomplish this:

1. The Board shall stay informed of pending legislation and actively communicate its concerns and make its position known to the elected representatives at both the state and national level;

2. The Board shall work with other school boards in the state, local citizen groups, and other local officials in acquainting them with the board's legislative priorities and seek their support;

3. The Chair shall appoint a representative to the Tennessee Legislative Network (TLN) when other committee appointments are made. An appointee shall not assume the TLN representative position until the Board approves of said appointee;

4. The Board shall work with the Director of Schools and its TLN representative, with TSBA, NSBA, and other concerned groups in developing an annual legislative program; and

5. The Board shall include in its budget appropriate resources, including travel expense, necessary for its TLN representative and other Board members to accomplish its desired legislative goals.