The Director of Schools directs the administration in order to manage the district and to facilitate the implementation of a quality educational program in accordance with Board of Education policies.

Specific goals and objectives are to:

1. Manage the system’s various resources effectively and efficiently.

2. Provide professional advice and counsel to the Board and to advisory groups established by Board action.

3. Ensure effective learning programs by:
   a) Keeping abreast of current educational developments;
   b) Arranging for staff development;
   c) Coordinating efforts to improve learning programs, facilities, equipment, and materials using best practices and making data-driven decisions;
   d) Providing access to the decision-making process to staff, students, parents, and others.
The Board authorizes the Director of Schools to establish efficient organizational lines of authority and staff relations which shall be communicated to employees.

All personnel are expected to keep their immediate supervisor informed of their activities and shall refer matters requiring administrative action to the administrator to whom they directly report. That administrator shall refer such matters to the next higher administrative authority when necessary.

An employee may request that a decision made at any level be reviewed through the appropriate lines of authority and ultimately to the Director of Schools, should that be necessary.

Lines of authority do not restrict the cooperative and collaborative relationships between and among staff members. The lines of authority should serve to enhance the management, oversight and the decision making processes within, between and among staff departments and schools.
The Director of Schools shall be the chief executive officer of the school system and shall have, under the direction of the Board, general supervision of all the public schools, personnel and departments of the school system. The Director of Schools is responsible for the management of the schools under the Board’s policies and is accountable to the Board.¹

To the extent permitted by law, the Director of Schools has the discretion, to delegate any assigned duties to other school personnel.

The Director of Schools is responsible for implementing Board policies and for interpreting them to the staff, students and the public.

The Director of Schools, in consultation with principals, staff members, and other persons and groups as topically appropriate, shall develop administrative rules and procedures as necessary, to implement Board policies.

Legal Reference:

¹. TCA § 49-2-301.

Approved as to Legal Form
By Knox County Law Director 11/29/2016
/Gary T. Dupler/Deputy Law Director
### Qualifications

The Director of Schools shall be a person of literary attainment and experience in the art of teaching and school administration and must possess a certificate of qualifications issued by the State Board of Education.\(^1\)

### Selection

In all cases where the Director of Schools is appointed, the Director of Schools shall meet any additional qualifications set forth by the Board of Education at the time of employment.

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Legal References:

1. TCA § 49-2-301.
When a vacancy occurs, the appointment of a Director of Schools is a function of the Board. The Board is responsible for finding the person it believes can most effectively translate into action the policies of the Board and the goals of the community and the professional staff.

The Board may employ a consultant to advise and assist the Board in the search and selection process. However, final selection shall rest with the Board after a thorough consideration of qualified applicants. While a unanimous vote is desired, only a majority vote is required. An Interim Director of Schools appointed during the time of a search shall not become a candidate. A Board member may not apply for or in any way be considered for the position of Director of Schools.¹

When a search is conducted to fill the position, the Board shall initially develop the following:

- a job description
- a timeline
- selection procedures which shall include, but not limited to, the following:

1. The Board shall invite the community, including Board employees, to participate in the process of selecting a Director of Schools by suggesting selection criteria, participating in sessions with and asking questions of the candidates and by attending Board interviews with the candidates. Resumes of persons interviewed by the Board shall be available in the central office for public inspection.

2. The interview process for each finalist shall include meetings with various staff and community groups and an interview with the entire Board.

3. Candidates shall be interviewed by the Board in an open session. Only Board members will be allowed to ask questions during the interview.

Legal Reference:


Approved as to Legal Form 2/27/2019
By Knox County Law Director
/Gary T. Dupler/Deputy Law Director
The Director of Schools' duties shall be as follows:

1. To act for the Board in seeing that all laws relating to the schools are faithfully executed;
2. To attend all meetings of the Board and to serve as a member of the Executive Committee without additional compensation;
3. To keep a complete and accurate record of the proceedings of all meetings of the Board and of its official acts;
4. To keep a detailed and accurate account of all receipts and disbursements of the public school funds;
5. To issue all warrants authorized by the Board for expenditures;
6. To make such recommendations to the Board as he/she deems for the best interest of the public schools, but in no case shall he/she have a vote;
7. To have general supervision of all schools, visit the schools from time to time and advise members of the Board as to their condition and means for improvement;
8. To require the use of the state course of study and the system of promoting students in accordance with the Commissioner of Education;
9. To sign all certificates and diplomas of students who complete the courses of study;
10. To hire, transfer, suspend, non-renew and dismiss all personnel, with the exception of placing teachers on tenure and dismissing tenured teachers;
11. To recommend to the Board the re-election of teachers eligible for tenure;
12. To assign teachers and other employees in the best interests of the schools;
13. To organize and reorganize central office staff;
14. To require all teachers to submit their certificates to teach and to keep a complete record of same;
15. To file all contracts entered into with all employees of the Board;
16. To make appropriate written reports for the Board detailing all receipts and expenditures of the public school funds and submit them to the local funding body;
17. To report to the local funding body and the Commissioner of Education whenever it appears that any portion of the school fund has been, or is in danger of being, misappropriated or illegally disposed of or not collected;
18. To make reports to the Commissioner of Education when requested by him/her; and make a full and complete report on forms furnished by the Commissioner of Education on or before the fifteenth day of July, annually, for the year ending the thirtieth day of June preceding;

19. To prepare, annually, with the Chair of the Board, a budget for the schools in the system, to submit the same to the Board for its approval, and to present it to the local funding body for adoption;

20. To give his/her full time and attention to the duties of his/her position as Director of Schools;

21. To deliver to his/her successor all records and official papers belonging to said position;

22. To file with the Commissioner of Education a copy of the budget adopted by the local funding body within ten (10) days after its adoption;

23. To grant any employee access at any reasonable time to his/her personnel file and to provide a copy of documents upon payment of reasonable compensation;

24. To establish a procedure whereby an updated copy of the Rules, Regulations, and Minimum Standards of the State Board of Education is kept on file in each school library during normal school hours;

25. To ensure the appropriate implementation of all Board policies; and

26. To perform such other official duties as may be prescribed by law.

The Director of Schools' duties and responsibilities regarding individual schools shall be as follows:

1. To furnish each principal with a copy of the manual for internal accounting and the necessary training and assistance to adequately use it;

2. To see that all recommendations of the annual audit are carried out by the principal;

3. To accomplish an orderly transfer of a school’s financial records between an outgoing and an incoming principal;

4. To receive, review and permanently file all internal accounting reports submitted by the principals and report any irregularities to the Board; and

5. To take action to encourage the prompt submission of all reports herein described.

Legal Reference:
1. TCA § 49-2-301.

Approved as to Legal Form
By Knox County Law Director 7/25/2016
/Gary T. Dupler/Deputy Law Director
Section C:

General School Administration

Knox County Board of Education Policy

Descriptor Term: Director of Schools

Descriptor Code: C-124

Term: Compensation, Benefits

Issued: 7/95

And Expenses

Issued:

Reviewed: 2/19

Descriptor Code: C-124

Revised: 4/19

The Director of Schools shall have an employment contract that specifies compensation and benefits which are mutually agreed upon and approved by the Board of Education.

The Director of Schools shall be offered the same health insurance benefit at the same premium as all other school system employees.

Approved as to Legal Form 2/27/2019

By Knox County Law Director

/Gary T. Dupler/Deputy Law Director
Through an annual evaluation of the Director of Schools,¹ the Board will strive to accomplish the following:

1. Clarify the role of the Director of Schools according to a job description as agreed upon by the Board and the Director of Schools;

2. Develop harmonious working relationships between the Board and the Director of Schools; and

3. Develop improvements in the administrative leadership of the school system.

The Board shall develop, with the Director of Schools, a set of measurable performance objectives based on the needs of the system. The performance of the Director of Schools shall be reviewed in accordance with these specified goals.

At a time agreed to by the Board and the Director of Schools, the Board shall meet as a body to evaluate the Director of Schools' performance.

The following guidelines shall be used in the evaluation process:

1. The Director of Schools shall know the standards upon which he/she shall be evaluated and shall be involved in the development of those standards.

2. The evaluation shall be a composite of the evaluation by individual Board members, but the Board, as a whole, shall meet with the Director of Schools to discuss the composite evaluation.

3. The evaluation shall include a discussion of strengths as well as weaknesses.

4. Both the Board and Director of Schools shall prepare for the evaluation; the Director of Schools shall conduct a self-evaluation, and Board members shall document the evidence used in rating the Director of Schools' performance.

5. All documentation shall be supported by objective evidences.

Legal Reference:

1. TRR/MS 0520-2-1-.01.

Approved as to Legal Form

By Knox County Law Director 11/29/2016

/Gary T. Dupler/Deputy Law Director
### Section C: General School Administration

## Knox County Board of Education Policy

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Contracts for administrators and system-wide certificated personnel shall be based on the same annual term of two hundred (200) days for teachers plus twenty (20) days for each additional month assigned and scheduled by the Board.¹

All contracts shall provide:²,³

1. A minimum of five (5) working days, to be used for in-service education;
2. One (1) day of vacation for each month employed; and
3. Five (5) days as designated by the Board.

The school calendar adopted by the Board each year shall become part of each employee’s contract.

The contracts for administrative and certified personnel may be reviewed and approved by the Board of Education at either the request of the Board or the Director of Schools.

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**Legal References:**

1. T.C.A. § 49-6-3004.
2. T.C.A. § 49-5-408.

Approved as to Legal Form

By Knox County Law Director 4/24/2019

/Gary T. Dupler/Deputy Law Director
All new administrative and supervisory positions in the school system are established initially by the Board, as constrained by the Board approved budget, by state law, and/or by State Board Rules, Regulations, and Minimum Standards.

In each case, the Board will approve the broad purpose and function of each position, as recommended by the Director of Schools, and delegate to the Director of Schools the task of writing, or causing to be written, a job description for the position.

A copy of the applicable job description shall be provided to each employee and the immediate supervisor and maintained by the Human Resource Office. Job descriptions shall be used as guides in annual employee evaluations.

The Director of Schools shall maintain a comprehensive, coordinated set of job descriptions for all such positions so as to promote efficiency and economy in the staff’s operations.
RECRUITMENT

The Director of Schools shall secure qualified persons to fill all certificated positions. No person shall be considered for employment in any position until that person has filed an application for employment.

Vacancies will be posted and advertised locally. A deadline for receiving applications will be established and disseminated with the vacancy notice.

HIRING

The Director of Schools shall hire qualified applicants for administrative and supervisory personnel appointments. Each employee shall be provided a notification of annual salary, which may be renewed annually by the Director of Schools. The performance contract with each principal shall not exceed the Director of Schools' contract term. Each principal performance contract shall specify duties and performance standards and shall require annual written evaluations by the Director of Schools or his or her designee. The school calendar adopted by the Board each year shall become a part of each employee’s annual salary length.

The Director of Schools shall inform the Board of Education of all administrative appointments and transfers. The Director of Schools shall also keep the Board informed concerning newly hired certified personnel.

TRANSFER

All administrative and supervisory personnel serve at the discretion of the Director of Schools. When necessary to the efficient operation of the school system, the Director of Schools may transfer an administrator or supervisor. Personnel shall be informed prior to all transfers.

ORIENTATION

All administrative and supervisory personnel new to the school system shall be engaged in an orientation program.

SUPERVISION

Supervision and annual evaluations of administrative and supervisory personnel shall be provided by the Director of Schools or his or her designee.
Legal References:

1. TCA § 49-2-301.
2. TCA § 49-2-303.

Approved as to Legal Form
By Knox County Law Director 7/25/2016
/Gary T. Dupler/Deputy Law Director
The Director of Schools is responsible for implementing Board policies and for interpreting them to staff, students, and the public.

The Director of Schools, in consultation with principals, staff members, and other persons and groups as appropriate to the topic, shall develop administrative procedures as necessary, to implement Board policies.

Within the policies and regulations of the Board and the procedures established by the Director of Schools, principals are authorized to establish rules and procedures for the staff and students of their schools.

**DISSEMINATION**

The Director of Schools shall preserve and maintain all active administrative procedures on the school system internet and intranet websites.
The Director of Schools shall make annual reports concerning conditions of efficiency and needs of the school system. Included in the reports shall be information regarding employment of instructional staff as follows:

1. Number of applicants employed;
2. Procedures being used to ensure that the best applicants are being selected;
3. Evidence that all teachers were evaluated;
4. Number of non-tenured and tenured teachers;
5. Number of teachers non-renewed;
6. Summary and explanation of how the Knox County Schools is meeting the state and national requirements of other mandated accountability measures.

Board members shall be made aware of all reports prepared by the Director of Schools' office for transmittal to the local legislative body, the State Department of Education, or any federal agency.
Administrative and supervisory personnel shall show evidence of continual professional growth by attendance at in-service programs and institutes, studying professional literature, meeting with other professionals for discussion, and otherwise keeping abreast of research in methodology, curriculum, and student growth and development.
A principal and a family member of first degree affinity or consanguinity shall not be assigned to the same school.

Relatives may be assigned to the same school where neither is a principal, upon the recommendation of the principal and the Director of Schools.

No employee shall be under the immediate supervision of a member of the employee’s immediate family, including a wife or husband, parent, grandparent, child, grandchild, brother, sister, mother-in-law, father-in-law, daughter-in-law, son-in-law, brother-in-law, or sister-in-law.
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 goods or other compensated services for the schools or to act as agent for any provider of goods or services. This policy does not apply to the aforementioned personnel who author his or her own book.  

It shall be a misdemeanor for the Director of Schools to 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, bond, or other debt, with the exception of compensation for his service as Director of Schools or as secretary to the Board.  

Legal References:
1. TCA § 49-6-2003.
2. TCA § 49-2-301.
Section C:

General School Administration

Knox County Board of Education Policy

Descriptor Term: Advertising and Solicitation In Schools

Descriptor Code: C-180

Issued: 11/12

Reviewed: 6/19

Revised: 8/19

No part of the school system, including the facilities, email addresses, the name, the staff, and the students, shall be used for solicitation or promoting the interests of any commercial, political or other non-school agency or organization except as expressly permitted under the sections below.

Any entity that wishes to advertise or solicit in schools must prominently display the following disclaimer:

“The Knox County Board of Education and the Knox County Schools do not sponsor or endorse this advertisement or solicitation.”

The school system at all times retains the discretion to accept or reject any advertisement or solicitation for any legal reason, including, but not limited to, the following:

(1) It is libelous, invades the privacy of others, invades the privacy of others, infringes on a copyright, or is in any way prohibited by state or federal law.

(2) It is obscene, pornographic or lewd, vulgar or indecent.

(3) It primarily consists of advertisements for sale or solicitations for business.

(4) It endorses a particular candidate for public office, subject to the provisions of Policy C-181, “Political Solicitation.”

(5) It promotes alcohol, tobacco, drugs, or other illegal activity.

(6) It is likely to cause substantial disruption to the school and its activities or likely to materially interfere with the proper and orderly operation of the school and its activities.

(7) It contains substantive messages on politics, religion, or other matters not related to the educational mission of Knox County Schools.

This policy shall in no way restrict the School Board or administration of the Knox County Schools from advocating for specific governmental actions and/or changes to law, regulations, ordinances or policies that they deem to be in the best interests of providing an effective public education to Knox County Schools students.

No sign or message in support of or opposition to a referendum or initiative placed before the voters shall be displayed on a sign owned by an LEA or its schools or attached to LEA-owned buildings. No audio or video messages in support of or opposition to a referendum or initiative shall be dispersed using LEA or school telephonic or electronic equipment or accounts.

DEFINITIONS

Advertising or Solicitation: the promotion of any product, service, activity, program, or point of view to the community or those who use or frequent a “facility” by placing a sign, display, advertisement, banner, etc. on District property, or within a publication or program published, enacted, performed, or sponsored by the district, such as but not limited to, school programs, yearbooks, newspapers, broadcasts, or internet content.
Paid Advertising: The payment of money or other economic benefit to the District or schools within the district for advertising.

Facilities: Individual buildings and real property owned or operated by Knox County Schools (KCS), or over which KCS has full or partial control.

Sponsorship: The third party monetary or in-kind support of a school, program or student activity without the expectation of any direct benefit to or recognition of the third party. “Sponsorship” is not “Advertising” as defined under this policy.

**PAID ADVERTISING**

The Board recognizes that the funds that the schools and the District may derive from such paid advertising will benefit the district, its schools, students, employees, programs, and the community. No paid advertising may be placed in or used by the District or a school except as defined and permitted herein and approved in accordance with this policy. No paid advertising shall be construed as or constitute an endorsement by the Board, District, or school of any product, service, activity, program, or organization, and the District reserves the right to reject any paid advertising.

Subject to the approvals herein, paid advertising may be allowed on the Knox County Schools athletic facilities, stadiums, ball fields, gymnasiums, auditoriums, program pamphlets, school publications, or any other venue where such paid advertising would be directed primarily to members of the public.

1. There shall be no paid advertising in the classrooms or in any other venue where such paid advertising would be principally directed at KCS students.
2. There shall be no paid advertising on the exterior of a building, or that involves the erection of an apparatus on school grounds, or that involves the anchoring of signage into a physical wall without the prior written approval of the Director of Schools or the Director’s designee.
3. There shall be no billboards or signage on the top of KCS buildings.
4. Paid advertising may take the form of ads in programs, yearbooks, or newspapers; fixed signage; banners; sponsorship of an academic or athletic event(s), or team(s).
5. All paid advertising must be documented by a contract signed on the KCS side by the principal or administrator in charge and the Superintendent’s designee. All advertisements must be approved by the principal or administrator in charge before being displayed, and may not conflict with the school’s civic or educational mission.
6. No paid advertising contract shall be of duration of more than one year without prior Board approval.
7. This policy is intended solely to sell paid advertising to raise revenue to defray costs and expressly does not create a public forum for public expression.
8. Decisions of the principal or administrator in charge to allow or disallow paid advertising may be appealed to the Director of Schools or the Director’s designee, whose decision shall be final.

**UNPAID ADVERTISING**

The district and schools may, cooperate in furthering the work of any non-profit, social service agency, provided that such cooperation does not restrict or impair the educational programs of the schools. Civic or other non-profit, non-political organizations may advertise events pertinent to the students’ interest or involvement. Advertisements or solicitation from an organization will be considered for distribution without regard to the organization’s religious or secular viewpoint. The distributors of any unpaid
advertising material must follow the procedures set by the principal. Decisions of the principal or administrator in charge to allow or disallow unpaid advertising may be appealed to the Director of Schools or the Director’s designee, whose decision shall be final. Additionally, the school may cooperate with any governmental agency or school support organization in promoting activities or information which advance the education or other best interests of the students. Unpaid advertising may not conflict with the school’s civic or educational mission.

**CRITERIA FOR ADVERTISING**

All advertising or solicitation must meet the following criteria:

1. It shall not promote hostility, disorder, or violence.
2. It shall not attack, demean, ridicule or disparage based upon membership in any group identified in the District’s non-discrimination policies.
3. It shall not be libelous.
4. It must be age-appropriate to the students attending the institution or those who might reasonably be expected to view such advertisements.
5. It shall not endorse a political cause, political activity, political party, or candidate for political office or position, except that such entities may provide sponsorships, as defined above. Knox County Schools may provide appropriate recognition as such sponsorships.
6. It shall not promote the use of drugs, alcohol, tobacco, firearms or gambling.
7. It shall not be inconsistent with the District’s nutrition guidelines and the District’s school wellness policy.
8. All advertising signage must comply with all applicable building codes.
9. The use in the schools of curriculum-related material and school supplies bearing the name of a business, publisher, or manufacturer shall not be construed as advertising under this policy.
10. The distribution or display of awards for or recognitions of a facility, students or faculty donated by a commercial enterprise and approved by the principal shall not be construed as paid commercial advertising within the meaning of this policy.
11. It shall not conflict with the Board’s mission, policies, Board-adopted Legislative Agenda, or the District’s curriculum or instructional program.
12. It shall not adversely affect the District’s reputation or image.
13. It shall not promote private K-12 schools or K-12 schools chartered by chartering agencies other than KCS.

Legal Reference:

1. T.C.A. § 49-6-2009.

Approved as to Legal Form
By Knox County Law Director 6/26/2019
/Gary T. Dupler/Deputy Law Director
Solicitation or advertising in any form by candidates for public office or political-oriented organizations (for example, issues on a public ballot) is not permitted. Political literature shall not be distributed through the school to students, nor sent home to parents, nor placed in teachers’ mailboxes, lounges, or on school premises. Political advertising in any form shall not be permitted on school facilities, on school grounds or in school publications.

The sole exceptions to this restriction are as follows:

(1) For election days at those school facilities that are used as polling places, political signage may be placed on campuses that host polling places beginning at 6:00 p.m. on the day prior to an election. On election days at these locations, election officials will determine the placement of advertising and the permissibility of solicitation. All such materials must be removed by the candidates by 7:00 a.m. the day following the election.

(2) Political office holders and those campaigning for political office may provide sponsorships, as defined above. The Knox County Schools maintains the right to provide appropriate recognition of such sponsorships.

(3) Candidates for elected offices within Knox County Schools or Knox County Government which are not voted upon by the general public (e.g., a representative to the county retirement board) may advertise under this policy, but candidates for office which is voted upon by the general public (e.g., School Board) may not use Knox County Schools information systems to promote their candidacy.
The Board of Education fully supports the tenets of the Americans with Disabilities Act (ADA) and the right of all individuals to be free from discrimination based on disability, and will seek to remedy any such real or perceived discrimination within the Knox County Schools.

**DEFINITION**

Individuals may submit complaints when they believe they have been discriminated against because of some real or perceived disability.

**COORDINATOR**

The Director of Schools or the Director’s designated representative (ADA Coordinator) shall be responsible for coordinating the system's efforts to comply with the Americans with Disabilities Act.\(^1\) Information about the designation of the ADA Coordinator shall be disseminated to all staff members, students, students' parents and/or guardians, and other interested citizens.

**PROCEDURES**

All complaints may be presented to the building level administrator, the individual’s immediate supervisor or directly to the ADA Coordinator. If satisfactory resolution of the problem cannot be reached after ample opportunity for consideration of the matter, the complainant may discuss the matter with the Director of Schools. After review of the case, the Director of Schools shall take such action as the Director deems appropriate and shall notify all parties concerned of the decision.

The complainant may appeal the Director’s decision to the Board. The Board will hear only complaints which have been carried through the proper procedure from the point of origin.

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Legal Reference:

From time to time it may be appropriate to recognize the significant contributions made to the nation, the State of Tennessee, Knox County or the Knox County Schools by various individuals at great personal sacrifice. The Knox County Board of Education authorizes honorary high school diplomas to be awarded to members of the community who have made such contributions without regard to themselves or their personal benefit.

Individual members of the Board of Education, School Principals and the Director of Schools may nominate individuals whom they believe should be recognized through an honorary diploma. Nominations will be made to the Executive Committee of the Board of Education, and the Executive Committee will serve as the approval authority for all honorary diplomas.

Posthumously awarding an honorary diploma will only be considered in cases where the nominee died in active military service or in immediate service to the citizens of Knox County.

Nothing in this policy is intended to amend or supersede Chapter 49-2-119 (Diplomas for World War or Korean War veterans) of the Tennessee Code Annotated.
The Board endorses a parent and community participation in school and during school activities and believes that these are critical elements in providing all students an excellent education. However, for the safety and security of all students it is important that access to schools be closely monitored.

During the school day and immediately before and after the school day all visitors will report to the school office when entering the school and log in with the school administration. Exceptions to this include special occasions such as school programs, athletic events, open house and similar public events. Authorization to visit elsewhere in the building or on the school campus will be determined by the principal or the principal’s designee. Guest passes shall be issued for all persons other than students and employees of the school or school system.1

In order to maintain the conditions and atmosphere suitable for learning, no person shall enter onto the grounds or into the school buildings during the hours of student instruction except students assigned to that school, the staff of the school, parents of students, approved volunteers and other persons with specific permission to be on school premises.

The principal or the principal’s designee has the authority to exclude from the school premises any visitor disrupting the educational programs in the classroom or in the school, disturbing the teachers or students on the premises or on the premises for the purpose of committing an illegal act.2 In the event of a crisis, the principal or designee may exclude any persons deemed necessary in order to maintain security.

The principal shall engage law enforcement officials when he or she believes the situation warrants such measures. The Director of Schools may empower other school employees to engage law enforcement officials in times of emergency.

Legal References:

2. TCA § 49-6-2008; TCA § 39-14-406.