The Board establishes these general goals for the conduct of its management program:

1. To develop a plan for the management of buildings and grounds which provides a safe, secure, comfortable, and clean environment for instruction and administration;

2. To provide a building maintenance program which protects the taxpayer’s investment in facilities and ensures their continued use;

3. To provide sufficient supplies and equipment for effective teaching and learning;

4. To provide a student transportation system which meets state requirements;

5. To design and implement a program of food services which emphasizes nutritional needs of children as the basis of growth and development of bodies and minds;

6. To collect and maintain data pertinent to educational planning; and

7. To provide a sound program of insurance protection for system employees, students, and property.
All school properties shall be maintained in good physical condition: safe, clean, sanitary, and as comfortable and convenient as the facilities will permit or the use requires.

The Director of Schools shall develop and implement a continuing program of maintenance of all district-owned buildings and grounds which shall provide for the following:

1. Adequate custodial programs for all schools;
2. Improvement and maintenance of school buildings and grounds;
3. Repairs, including repairs of equipment, and painting; and
4. Determination of obsolete equipment.

The following are responsibilities of building principals:

1. To oversee the operation of the school plant and require that personnel assigned to the building keep it in a clean, healthful, and pleasant condition;
2. To make continuing checks for hazardous conditions, including safety and operation of equipment, and prevention of hazardous situations caused by carelessness; and
3. To request, on a timely basis, appropriate maintenance and repairs through appropriate channels.

Principals or teachers shall not alter or have changed any part of the school building or school furniture without approval of the Director of Schools or the Director’s designee.
Section E: Business Management

Knox County Board of Education Policy

Descriptor Term: Safety
Descriptor Code: E-120
Issued: 7/95
Reviewed: 1/17
Revised: 3/17

Within board policy, the principal shall develop procedures for keeping school facilities safe and free from hazards.

All staff members shall report current and potential hazards to their immediate supervisors.

Each principal is responsible for seeing that the practice of safety is a part of the instructional program of the school and that it is appropriately geared to students at different grade levels.¹

The program shall include:

1. Fire prevention
2. Accident prevention
3. Uniform system of warning signals
4. Emergency drills such as, but not limited to, fire, school bus evacuation, severe weather, earthquake, bomb threat and intruders.
5. Emergency closings
6. Traffic safety
7. Traffic and parking controls
8. Safety inspections
9. First aid
10. A disaster preparedness plan for major emergencies.

Only students assigned to the school, the staff of the school, parents of students, and other persons with lawful and valid business on the school premises shall enter onto the grounds or into the buildings of the schools during the hours of student instruction. All staff members shall report to the principal all persons appearing to be improperly on school premises.²

The principal shall secure assistance from law enforcement officials when he/she deems it necessary in order to maintain order or security during the school day or during extracurricular activities at school.

Legal References:
1. TCA § 49-6-1003.
2. TCA § 49-6-2008.

Approved as to Legal Form
By Knox County Law Director 1/19/2017
/Gary T. Dupler/Deputy Law Director
The Director of Schools shall implement testing procedures as appropriate to comply with federal, state
and local statutory and regulatory requirements with respect to identifying the presence of lead
contamination in drinking water.

All drinking water fountains as well as potable water sources in kitchens and other food preparation areas
will be periodically tested. Schools built prior to 1998 shall have these areas tested at least biennially
and schools built in 1998 or later shall have these areas tested at least every five years.

In cases where the presence of lead is detected at a level greater than 15 parts per billion (ppb), the fixture
will be removed from service and resampled within 14 days. If the subsequent sample confirms a lead
level greater than 15 ppb, proper corrective action shall be implemented to eliminate or reduce the
presence of lead to a level less than 15 ppb as is required by Tennessee statute.¹

In cases where the presence of lead is detected at a level greater than 20 parts per billion, the fixture will
be removed from service and proper corrective action shall be implemented to eliminate or reduce the
presence of lead to a level less than 15 ppb as is required by Tennessee statute. Additionally, specific
attention will be paid to ensure that all notification requirements identified in the Tennessee Code
Annotated are met.¹

Legal Reference:
1. T.C.A. § 49-2-133.

Approved as to Legal Form
By Knox County Law Director 10/24/2018
/Gary T. Dupler/Deputy Law Director
### PLANNING AND TRAINING

The Director of Schools shall develop and promulgate a district-wide safety and security plan to address various aspects of required safety and evacuation drills, incident response and support to schools. Each school principal shall develop a site specific safety and security plan (that complements the district-wide plan) to be reviewed and updated annually as needed.

The Chief of Security and officers of the School Security Division shall be available to support schools in development of plans, training activities and response to incidents.

The site based plan shall be on file with the Chief of Security and the School Security Division. A copy shall be kept in a prominent place in each school office. The plan shall include the following information and protocols:

1. (1) Evacuation Routes and Drills
2. (2) Opening and closing classroom and building doors
3. (3) Conduct and observation of regulatory and statutorily required drills, and after action reporting
4. (4) Providing assistance to younger students and students with disabilities
5. (5) Checking unused rooms, toilets, etc. to see that all students are out of the building
6. (6) Reporting and removing safety hazards
7. (7) Protocols for inspection and maintenance of school based emergency radios

Principals shall ensure that building egress routes are not locked or blocked during hours when school is in session.

Children shall be supervised at all times during the school day.

Teachers shall instruct students in safety and practice the emergency safety procedures, at least during the first month of each semester.

Appropriate protective equipment, such as, but not limited to, safety glasses or goggles shall be used in any area or during any activity which may present a possible hazard.

In the event of an emergency the Knox County Schools shall operate in accordance with the established district and site based safety and security plans. Additional instructions may be provided through the school system’s 800 MHz radio system, e-mail or text messaging. Schools shall participate in emergency procedure training as may be required by the Director of Schools or the Directors designated representative.
Legal References:

1. TCA § 49-5-201.
2. TCA § 68-102-137.

Approved as to Legal Form
By Knox County Law Director 3/27/2017
/Gary T. Dupler/Deputy Law Director
The principal shall include as part of the site based school security plan appropriate protocols for such events as suicides, shootings, and the death of a student, parent or faculty member. Within the development of such plan, the principal shall appoint a Crisis Team which shall deal with specific situations, make decisions, and disseminate information in the event of a crisis. As a minimum, the team shall consist of the principal, guidance counselor, school security officer and at least two other staff members designated by the principal.

The principal of each building shall be responsible for the development of emergency procedures. Training for all school employees in the crisis management procedures shall be conducted annually during in-service sessions prior to the beginning of school.

In the event of a crisis, the principal shall notify the Crisis Team members and the Director of Schools. If he determines it to be necessary, the principal shall contact the appropriate emergency services (police, fire, ambulance, etc.).

All media attention shall be directed to the Director of Schools' office.
It shall be the responsibility of the Director of Schools to develop an appropriate safety program for the school system. The Board shall provide sufficient staff and budget for its implementation.

The Director of Schools shall designate a professional staff person who shall be responsible for the promotion and development of a prevention and safety education program for students and personnel employed by the school system. This person shall be given authority and title commensurate with the task and shall answer directly to the Director of Schools or the Director’s designee. The general areas of responsibilities include, but are not limited to, in-service training, development of accident prevention procedures, accident record keeping, facility inspection, driver education, vehicle safety programs, fire prevention, emergency preparedness plan and traffic safety problems related to employees, students and the community.
PURPOSE

The Knox County Schools regards the existence, use or threatened use of explosives and explosive devices at a school as the gravest threat to the safety and welfare of our students, staff, and school assets.

An explosive or explosive device includes, but is not limited to: bombs, rockets, mines, and grenades, any breakable container that contains flammable liquids or sealed devices containing chemicals that are being used for the purpose of causing an explosion. Additionally, any disabled or inactive bombs or destructive devices and/or any device that conveys the appearance of a bomb or other destructive device shall be viewed as an explosive or explosive device as contemplated by this policy.

A school location is defined as any school building or grounds, whether leased, rented, owned or controlled by the school district, locations and sites of school activities or trips, bus stops, school buses or school vehicles, school-contracted vehicles, the area of entrance or departure from school premises or events, all locations where school-related functions are conducted, and anywhere students are under the jurisdiction or authority of the school district.

CONDUCT PROHIBITED

No person, including students or staff members, shall make, or communicate by any means a threat that an explosive or explosive device (commonly referred to as a “bomb threat”) has been or will be placed at a school location. A threat includes, but is not limited to verbal threats, non-verbal threats, written threats, electronic threats, Internet-related threats, threats found on social networking websites, the use of pictures or drawings to convey a threat, threats made over the telephone, and threats made via text-messaging. The actual presence of an explosive or explosive device at a school location is not necessary for discipline under this policy.

Any person, including students or staff members, who knowingly encourages, causes, aids and/or assists another in making or communicating a threat of the use of an explosive or explosive device shall be subject to the same disciplinary consequences as the person making the threat.

The actual use or placement of an explosive or explosive device at a school location certainly constitutes a violation of this policy and the responsible person shall be subject to the disciplinary consequences outlined below, in addition to criminal charges. Any person, including students or staff members, who encourages, causes, aids, and/or assists another in the actual use or placement of an explosive or explosive device at a school location, shall be subject to the same disciplinary consequences.

REPORTING THREATS RELATED TO THE USE OF EXPLOSIVES OR EXPLOSIVE DEVICES

Any student who learns of a threat to use explosives or explosive devices and/or the use or existence of explosives or explosive devices at a school location must immediately notify a teacher or any other school
employee in a position of authority, the building Principal, or the Superintendent’s Office of such information. Any student who fails to report information or knowledge of a threat to use explosives or explosive devices or the use or existence of explosives or explosive devices at a school location will be subject to disciplinary consequences, which may include suspension and/or expulsion.

Any faculty or staff member who learns of a threat to use explosives or explosive devices and/or the use or existence an explosives or explosive devices at a school location must immediately inform building-level administration. The building-level administration must take appropriate steps to protect the safety of students and staff using the procedures mandated by the district. Any faculty or staff member who fails to report information or knowledge of a threat to use explosives or devices or existence of explosives or explosive devices at a school location will be subject to disciplinary consequences which may include termination of employment.

All threats related to explosives or explosive devices or the use or existence of explosives or explosive devices at a school location shall also be reported immediately to local law enforcement.

DISCIPLINE AND CONSEQUENCES

Due to the grave nature of threats related to explosives or explosive devices or the use or existence of explosives or explosive devices at a school location and the significant disruption they cause in the educational environment, Knox County Schools has zero tolerance for any use or threat explosives or threats regarding the use of explosives or explosive devices.

The making of a threat to use explosives or explosive devices is a criminal offense and constitutes a crime under TCA § 39-13-114, and may constitute a terroristic threat in violation of TCA § 39-13-808. Violators will be reported to law enforcement/authorities and/or investigated by Knox County Schools.

Any staff member who is found to have engaged in any conduct prohibited by this policy will be reported to law enforcement and will be subject to discipline which could include termination of employment.

CIVIL/CRIMINAL LIABILITY

Knox County Schools reserves the right to bring a civil suit against any individual responsible for a violation of this policy in order to seek damages as permitted by law.

Knox County Schools also reserves the right to seek restitution for any and all damages in the event that any person responsible for violation of this policy is convicted of a crime.

LOST INSTRUCTIONAL TIME

Instructional time lost as a result of a threat related to the use of explosives or explosive devices may be rescheduled at the earliest appropriate opportunity as determined by the Superintendent within the parameters set forth by the Knox County Schools Board of Education. Instructional Time lost may be rescheduled on a vacation day, during a weekend, and/or after what would normally be considered the last day of the school year, except on days when school must be closed as required by law.

Approved as to Legal Form

By Knox County Law Director 11/29/2016

/Gary T. Dupler/Deputy Law Director
GENERAL REGULATIONS

The use of school buildings and property may be permitted in accordance with these regulations at any time when the principal states that the premises are not required for school purposes.

As approved by the Board of Education, school buildings and grounds or portions thereof may be used for auxiliary, educational, recreational, cultural, and such other purposes as promote the welfare of the community and the educational goals of the Board.

School facilities may not be used for private profit, except for the purpose of providing an academic educational service.

Entities that have a compelling operational need to reserve or schedule facilities for an extended period of time may submit a formal request detailing the need to the Director of Schools or the Director’s designated representative. If the request is determined to be valid, appropriate and supportable, the Director may enter into a long term partnership agreement or memorandum of understanding with the entity outside the provisions of this policy. Use of school facilities by the Parks and Recreation Departments of Knox County and the City of Knoxville will generally be governed by this type arrangement.

Approval for use of school buildings and property will not be withheld based upon the content of the message or viewpoint of the applicant; but Knox County Schools may reject applications if it is reasonably foreseeable based upon specific articulable facts that the event will include or promote unlawful activity, including but not limited to violence or threats of violence, property damage, or obscenity. Knox County Schools also reserves the right to reject applications if it is reasonably foreseeable based upon specific articulable facts that the event will interfere with other school-related activities, such as by excessive noise or overcrowding.

SCHOOL-RELATED ACTIVITIES

School-related activities shall not be scheduled to use school property on weekends without permission of the principal. School property may be used for school-related activities on weekdays without application and without charge if permission is granted by the principal of the school. However, this use must still be scheduled by the school to avoid the creation of conflicting facilities reservations.

INSURANCE REQUIREMENTS

Proper liability insurance shall be required of all groups given permission to use school facilities, except for routine meetings.
All users will agree to indemnify and hold the Board of Education and its employees and agents blameless harmless for any claim, loss, or damage by reason of any act on the part of the applicant or other members of the organization arising out of the applicant’s use of the Board of Education property or facilities. The Board of Education shall be an additional named insured on all liability insurance policies held by organizations or individuals using Board of Education property or facilities.

The Board of Education shall approve a fee schedule for the use of school facilities.

**REQUIREMENTS FOR FILING APPLICATION TO USE FACILITIES:**

1) All non-school groups or individuals requesting to use school facilities must make application through the principal and have approval of the Director of Schools prior to the date of use.

2) It shall not be necessary for any application to be made to use the school facilities for any school-related activity. However, school-related activities shall be properly scheduled and tracked to ensure that conflicts in scheduling do not arise. School-related activities include:

   a) parent-teacher activities;
   b) activities of school-related civic clubs, groups or School Support Organizations;
   c) school club meetings, properly supervised by a teacher in the school;
   d) classroom groups properly supervised, and
   e) educational meetings called by the principal or authorized member of the school administrative staff.

3) All such meetings are to be arranged through the principal of the school involved.

The principal or the principal’s designee shall be on duty when the building is in use for any activity outside of the normal school day.

The holder of an approved application to use school facilities may cancel the agreement by giving the principal or the Director of Schools notice at least seventy-two hours in advance of the date scheduled to be used. Otherwise, the group will be held responsible for all charges.

Events shall not be canceled or relocated based upon the content of the message or viewpoint of the applicant; but Knox County Schools reserves the right to cancel an event if it is or becomes reasonably foreseeable based upon specific articulable facts that the event will include or promote unlawful activity, including but not limited to violence or threats of violence, property damage, or obscenity. Knox County Schools also reserves the right to cancel or relocate an event to another facility if it is or becomes reasonably foreseeable based upon specific articulable facts that the event will interfere with other school-related activities, such as by excessive noise or overcrowding. Knox County Schools will not be responsible for any applicant costs due to such cancellation or change of venue.

When use of the school building involves use of food service facilities, the manager, or a member of the food service staff designated by the manager, shall be present and there shall be a charge for this service. The full cost of food service and custodial personnel to support an event shall be borne by the using organization. Organizations using a facility shall remit any personnel costs to the Knox County Schools and school employees will be compensated through the Knox County Schools payroll. Organizations shall not make payments directly to school employees.
PAYMENT FOR USE OF SCHOOL FACILITIES

1) Groups using school facilities for a school-related activity will not pay for the use of the facilities unless there is some extraordinary cost involved. Additionally, community, civic or non-profit groups engaged in providing a direct service to students shall not be assess a fee if the activities take place in their entirety within three hours of dismissal on a school day and do not require additional staff or custodial support.

2) All other groups shall pay to the Board of Education the approved facilities fees and wages for any costs incurred beyond the normal operation of the school. In no instance shall a group directly compensate an employee of the Knox County Schools.

3) All payments shall be made payable to the Knox County Board of Education and should be received no later than two weeks after the date of use. Users scheduling recurring events shall pay monthly with the payment due two weeks after the last event date of the month. Late payments will be assessed a late fee and future use of Knox County Schools facilities may be restricted or eliminated for groups with consistently late payments.

CONDITIONS FOR THE USE OF FACILITIES

At the conclusion of the activity, the user of the facility will notify the principal or other designated school employee.

The holder of an approved application to use grounds, equipment, or space in a school building shall agree to observe the following requirements of the Board of Education:

1) To exercise the utmost care in the use of school premises and use only designated areas as approved.

2) To be financially responsible for any damage arising from the occupancy of any portion of the school premises.

3) All activities must be under competent adult supervision and approved by the building principal. In all cases, an assigned school employee must be present.

4) The use of alcoholic beverages, drugs, profane language, or gambling in any form is not permitted on school property. Use of tobacco on school grounds is not permitted.

5) While in use, the area of school buildings being used shall not have its means of egress blocked and Fire Prevention Regulations shall be strictly enforced.

6) Applicants will adhere to all KCS policies and procedures, including all terms and conditions of the school use application.

7) All groups or individuals using school facilities will have a copy of the approved facility use request in their possession at all times during their use of the facility.
### GENERAL

All equipment and materials placed in school buildings or on school grounds by any group or organization becomes the property of the Board. The Board reserves the right to transfer property to other facilities if the school in which it was originally placed is discontinued or if there is no longer any need for the equipment or materials where originally placed.

The Director of Schools shall develop procedures promoting the useful life of equipment and supplies by establishing a thorough, effective, economical operations and maintenance program, and providing adequate insurance coverage.

Each employee of the system shall be responsible for the materials, equipment and supplies assigned to them. In addition, employees are responsible for the preservation and protection of materials, equipment and supplies not under their direct control when such are endangered and when the system employee having direct control is not present or is otherwise unable to act.

### PLAYGROUND EQUIPMENT AND MATERIALS

The Knox County Schools has a long history of working with parent and community organizations to acquire and maintain playground equipment and material. This collaboration has proven beneficial to both students and the school system, and the Board endorses these relationships. However, to help ensure playground safety, it is preferred that playgrounds and playground equipment meet American Society for Testing and Materials (ASTM) playground standards.

To facilitate the procurement of equipment and material that meets ASTM standards, the Knox County Schools will maintain term contracts with vendors to provide and install equipment and material that is compliant with these standards. Organizations seeking to provide equipment or material for use on Knox County Schools playgrounds, must purchase equipment from these designated vendors. Additionally, to ensure the Knox County Schools receives proper notice in the event of any safety or recall bulletins that may be issued, the organizations shall ensure that the Knox County Schools is registered with the vendor as the owner and point of contact for all donated equipment.
The Knox County Schools (KCS) will seek to continuously improve energy efficiency while growing sustainably and expanding educational and learning opportunities for the students of Knox County.

While utility rates cannot be directly controlled by the KCS, striving to continuously reduce the school system’s energy footprint should result in the lowest possible total utility cost. All departments and schools will make every effort to conserve energy and reduce the consumption of natural resources.

RESPONSIBILITY

All members of the KCS community are responsible for the implementation of this policy as it may apply to them individually. Successful energy conservation and utilities management can only be achieved through cooperation and active participation at all levels.

The Director of Schools will establish and maintain an educational and training program to address energy and utilities use and conservation with all employees. Principals or facility administrators are responsible for implementing and enforcing KCS procedures to ensure that energy resources and all utilities are used efficiently on a daily basis.

UTILITY ANALYSIS

When feasible, appropriate, and consistent with curricular standards, students will also be provided with opportunities to learn about energy consumption and conservation.

The district will collect and maintain accurate records of energy and water consumption and cost, and will provide up-to-date information on the goals and progress of the energy conservation program as directed by the Superintendent.

Future construction will include energy efficiency targets that will be updated and enhanced as technology and installation cost allows.

SMALL APPLIANCES

The Director of Schools will develop an administrative procedure to limit the use of personal electrical appliances (such as refrigerators and microwave ovens) in classrooms and individual offices, ensuring reasonable and appropriate accommodation for medical needs, special education, early educational and other exceptional circumstances.
The Director of Schools shall establish procedures as required to adequately protect school property which shall include, but not be limited to:

1. Closing and securing teacher work areas when being left unattended or at the end of the day;
2. Denying students permission to use the classrooms, laboratories, gymnasiums or other school facilities or equipment without appropriate faculty supervision;
3. Controlling the issuance of building keys and master keys; and
4. Developing programs which contribute to the proper care and use of school facilities and equipment.

The principal shall notify law enforcement officials and the School Security Division in cases involving trespassing, illegal entry, theft, vandalism and other suspicious or criminal activity.

The principal shall notify the Director of Schools or the Director’s representative after each case of trespassing, vandalism, theft, building damage and illegal entry and other criminal activity.

The Director of Schools, or the Director’s representative, is authorized to sign a criminal complaint and to press charges against perpetrators of vandalism against school property.
<table>
<thead>
<tr>
<th>Descriptor Term: Traffic and Parking Controls</th>
<th>Descriptor Code: E-160</th>
<th>Issued: 7/95</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reviewed: 2/17</td>
<td>Revised: 5/08</td>
<td></td>
</tr>
</tbody>
</table>

The principal of each school shall develop and implement a plan to ensure maximum vehicular and pedestrian safety for his campus and shall submit it to the Director of Schools for approval. The plan shall include a sketch showing various parking areas, traffic flow, areas reserved for school bus loading and unloading; the location of any safety hazards as areas to be avoided by vehicles or students, and dismissal times for car and bus students. Principals are encouraged to use the School Security Department in the formulation of traffic and parking plans.

The Director of Schools shall approve all fees for parking permits and review use and distribution of said fees.

Students who ride bicycles or drive vehicles to school must leave the vehicles parked in designated areas until the end of the school day, unless permission to use the vehicle is obtained from the principal.
School buses shall be maintained and operated in accordance with state law and State Board of Education Rules and Regulations.\(^1\)

The school transportation program shall be monitored daily by the principals and the Transportation Department and subjected to periodic evaluations by them as necessary. The transportation supervisor shall maintain an overall evaluation and a summary report shall be submitted to the Director of Schools or the Board as needed by request.

**REPORTING ACCIDENTS**

All accidents involving a school bus or any other commercial vehicle providing transportation services to Knox County Schools, regardless of the damage involved, must adhere to the following:

- Immediately report the incident to the appropriate emergency agency (911) and the Director of Transportation Department or the Director’s representative;

- Vehicles will remain at the accident site until law enforcement\(^2\) determines the estimated damage and they are released by law enforcement;

- The driver should not attempt to place the blame for the accident or admit responsibility for the accident and make a possible determination of the cause. This will be determined through investigation;

- In the event law enforcement determines that damage to property of any one person is in excess of four hundred dollars ($400), a police report will be completed.\(^3\) A copy of the police report must be submitted of such accident to the Transportation Department within five (5) days and Tennessee Department of Safety within twenty (20) days;\(^4\)

- In the event law enforcement determines that damage to property of any one person does not exceed four hundred dollars ($400), the Knox County Schools Security Department will complete an incident report.\(^5\) The incident report shall be provided to the Transportation Department within five (5) days.

These requirements shall apply to accidents occurring upon highways and the premises of any shopping center, trailer park or any apartment house complex, or any other premises which are generally frequented by the public at large.\(^6\)

**REPORTING AND INVESTIGATING SAFETY RELATED INFRACTIONS**

Anyone may report a suspected safety infraction incurred during the operation of a school bus by calling the transportation safety hotline number 865-594-1935. This line is manned by the transportation
customer service office from 6:00 a.m. until 6:00 p.m. on weekdays when school is in session and by the Knox County Schools Security Dispatcher at all other times. Allegations that cannot be immediately confirmed or denied by the transportation director will be forwarded to the Transportation Safety Officer in the Knox County Schools Security Office for full investigation. All investigations will be completed in accordance with Tennessee Code Annotated § 49-6-2116.

At the beginning of each school year, parents will be provided a hard copy notification of the procedure to report suspected bus related safety infractions.

RECORDS RENTENTION AND MAINTENANCE

Beginning not later than January 1, 2018, the Knox County Schools Transportation Department shall maintain the following records in either hardcopy or digital/electronic form:

1. School bus maintenance and inspection records
2. School bus driver credentials, background checks, health records and any completed performance reviews
3. Driver training records; and
4. Any bus and driver related complaints received and any record of investigation of lodged complaints

END OF ROUTE BUS CHECK

All drivers of a bus or any other vehicle transporting students of Knox County Schools shall fully check the passenger area for each vehicle each time the vehicle is vacated by the driver for any purpose to ensure that all children have left the vehicle. A bus driver's failure to comply with this requirement shall result in the permanent disqualification of the non-complying individual's eligibility to provide transportation services for Knox County Schools. A contractor's failure to comply with this requirement shall result in immediate termination of the service assignment.

QUALIFICATIONS OF BUS DRIVERS EMPLOYED BY CONTRACTED PARTIES

1. Bus driver applicants must be of good character, competency and fitness to be employed.
2. No person shall be authorized to drive a school bus providing services to Knox County Schools in any capacity until they have attained 25 years of age, have at least five consecutive years unrestricted driving experience, satisfactorily complete a local and Tennessee Bureau of Investigation background screening and a drug screening as required by the DOT and Board policy. A Certificate of Eligibility (Tennessee Department of Safety, Form 2-C) shall not be issued until results of the investigation are made available to Knox County Schools;
3. School bus drivers employed for individuals under a contractual agreement with the Board shall be included on the Bus Driver Eligibility Roster maintained by the Transportation Department to provide services in any capacity (including field trips, athletic events).
4. School bus drivers shall possess a valid commercial driving license with appropriate endorsements to operate a school bus with an unrestricted operator's license.
5. All bus drivers shall satisfactorily complete an annual physical examination.  

6. DOT compliant or alternative drivers shall meet all qualifications and requirements for regular drivers.

**DUTIES OF BUS DRIVERS EMPLOYED BY CONTRACTED PARTIES**

1. The driver shall deal with children in a firm, fair, and friendly manner. Any misconduct of pupils shall be reported to the principal of the school to which the pupil belongs. The driver does not have the authority to suspend a pupil from transportation privileges.

2. The driver shall obey all State and local traffic regulations.

3. Each driver shall be responsible for cleaning the bus a minimum of one time per school day.

4. Drivers shall not use profanity, tobacco, drugs, or intoxicating beverages when transporting pupils.

5. It shall be the duty of any driver to promote safety habits.

6. The driver shall participate in the driver training program as required by the State for maintaining their CDL.

7. The driver shall maintain a consistent time schedule, never early, seldom late.

8. The driver shall check the maintenance operations of the vehicle before morning and afternoon runs and ensure all passengers have safely exited after each run.

9. The driver shall have at least an elementary knowledge of first aid. The driver's employer is responsible for first aid training.

10. The responsibility for determining whether weather and other conditions are such to allow for safe driving conditions or to close schools early is the responsibility of the Director of Schools. Some roads may become hazardous during severe weather conditions. Under such condition, the decision shall revert to the driver since he must assume personal responsibility for the safety of the children on his route.

11. The driver shall maintain satisfactory working relationship with all school personnel.

12. The driver shall permit only those students assigned to his/her bus to ride during the regular contracted route with the following exceptions:

   • Driver assistants approved by the Transportation Department or a building level administrator from the school where the assigned student riders attend;

   • Children of a bus driver meeting criteria stipulated in the Knox County Schools School Bus Handbook (BA.4)

13. The contractor or his or her employees shall not recommend, recruit or otherwise solicit student participation in any non-school sponsored activity.
14. The contractor or his or her employees shall adhere to all items included in the School Bus Handbook maintained by the Transportation Department.

Legal References:

1. T.C.A. § 49-6-2101-2113; TRR/MS § 0520-1-5-01.
2. T.C.A. § 55-10-103.
5. TRR/MS § 0520-1-5-01.
7. T.C.A. § 49-6-2114.
8. T.C.A. § 49-6-2107.
9. TDOS § 1340-3-3.

Approved as to Legal Form 9/29/2017
By Knox County Law Director
/Gary T. Dupler/Deputy Law Director
GENERAL

This policy establishes the parameters for scheduling and routing for all scheduled transportation services provided by the Board of Education. It is the expectation of the Board that all eligible students will have equal access to these services. The Board understands that scheduling and routing may be constrained by geography as well as the condition and location of streets and roads. These parameters may be reasonably and minimally adjusted by transportation planning personnel in individual cases to address student safety and security needs.

ELEMENTARY SCHOOLS

Students within an area of one (1) mile from the school, by the shortest route, are not eligible for and shall not have transportation services provided by the Knox County Schools. Those students residing on a road with continuous travel should have a designated bus stop located no further than one-fourth (1/4) mile from their home unless a bus stop cannot be situated at a location within the one-fourth (1/4) mile range which allows adequate visibility between the bus driver and other motorists. Eligible students residing in a subdivision development or other roads with NO continuous route will have a designated bus stop located near the development entrance or nearest intersection. Designated stops should be added within these areas if the distance from the entrance to the last residence along the shortest road route exceeds three-fourths (3/4) mile or where fifteen (15) or more K-5 grade students are eligible for services and a suitable turnaround location for the bus exists. In cases where there is a continuous route through a subdivision, the distance must meet or exceed three-fourths (3/4) mile from the nearest entrance to the last eligible student's residence. The only exception to this policy shall be where a subdivision has fifteen or more elementary or fifteen or more middle and high school students who ride the bus on a regular basis. In the aforementioned exception the bus will enter the subdivision, travel to a safe intersection and then exit the subdivision.

MIDDLE AND HIGH SCHOOLS

Students within an area of one and one-half (1 1/2) miles from the school, by the shortest route, are not eligible for and shall not have transportation services provided by the Knox County Schools. Those students residing on a road with continuous travel should have a designated bus stop located no further than one-half (1/2) mile from their home unless a bus stop cannot be situated at a location within the one-half (1/2) mile range that allows adequate visibility between the bus driver and other motorist. Eligible students residing in a subdivision development or other roads with NO continuous route will have a designated bus stop located near the development entrance or nearest intersection. Designated stops should be added within these areas if the distance from the entrance to the last residence along the shortest road route exceeds three-fourths (3/4) mile or where fifteen (15) or more 6-12 grade students are eligible for services and a suitable turnaround location for the bus exists. In cases where there is a continuous route through a subdivision, the distance must meet or exceed three-fourths (3/4) mile from the nearest entrance to the last eligible student's residence. The only exception to this policy shall be where a
subdivision has fifteen (15) or more elementary or fifteen (15) or more middle and high school students who ride the bus on a regular basis. In the aforementioned exception the bus will enter the subdivision, travel to a safe intersection and then exit the subdivision.

**DISTANCE MEASUREMENT**

Distance measurements for transportation purposes shall include only publicly maintained roads. All school bus routes shall be arranged in such a way as to travel the shortest possible distance from the time the first student is picked up until the trip is complete.

The Transportation Department shall be responsible for surveying all bus routes and scheduling bus transportation, including the determination of bus stops and the assignment of students.

**SCHEDULING AND ROUTING APPEALS**

Appeals of all matters related to school bus scheduling or routing shall be made to:

1) Principal
2) Transportation Department Staff
3) Transportation Lead Router
4) Transportation Supervisor
5) Chief Operating Officer
6) Director of Schools

The Director of Schools shall have the latitude to adjust bus scheduling and routing as needed in cases where there are extraordinary or exigent circumstances and when such a change is in the best interest of the student.

**TRANSIT TIME**

Every effort shall be made to avoid scheduling students to be in transit more than one hour each way. At no time shall a student be in transit to and from school more than one and one-half hours each way. Alternatively, students shall not be transported past their assigned school.

**DISTANCE BETWEEN BUS STOPS ON ROUTES**

Bus stops shall be no closer than one-fourth (1/4) mile apart along designated bus routes for elementary students. Bus stops shall be no closer than one-half (1/2) mile apart along designated bus routes for middle and high school students. Adequate visibility between the bus driver and other motorists at bus stops may alter these distances.

Bus routes shall not overlap unless necessary to reach some other portion of each respective route or unless overlapping results from the necessity to travel the main highway to school centers. When more than one bus travels a main highway and each bus picks up some students along such routes, each bus shall be assigned a certain portion of the route and all students within this section shall ride the bus to which assigned.

In all cases, except where it is deemed not possible by the transportation supervisor, buses will be routed so drivers will not have to back up in order to complete a route.
Buses will not be routed into those areas where there is no continuous route in and out. The only exception to this policy shall be where it is further (from the entrance of the subdivision to the last house in the subdivision along road route) than three-fourths (3/4) mile or where a subdivision has fifteen (15) or more elementary or fifteen (15) or more middle and high school students who ride the bus on a regular basis. In the aforementioned exceptions the bus will enter the subdivision, travel to a safe intersection and then exit the subdivision.

In cases where there is a continuous route through a subdivision, the distance must meet or exceed three-fourths (3/4) mile from the nearest entrance to the last eligible student's residence. The only exception to this policy shall be where a subdivision has fifteen (15) or more elementary or fifteen (15) or more middle and high school students who ride the bus on a regular basis. In the aforementioned exception the bus will enter the subdivision, travel to a safe intersection and then exit the subdivision.

Once the official route is begun, stops shall only be made to take on, discharge or transfer students. Buses are not to make any non-designated stops except for emergencies when transporting students.

If a parent chooses to send a child to another school in the system on an approved transfer, the parent must provide transportation to and from that school.

**RESPONSIBILITY OF STUDENTS AT BUS STOPS**

It is the parent's responsibility to determine by what means and what path children use between their residence and their assigned bus stop. The parent shall monitor the child's safety and security at the bus stop and the path to and from the residence. The principal or the principal's designee shall apply school behavior procedures at a bus stop when a student's misconduct was initiated at school or on the school bus.

**PAYMENT IN LIEU OF TRANSPORTATION**

In cases where transportation cannot be furnished to a child because of the condition of roads or remoteness of the child's residence, the Director of Schools may direct the transportation department to pay the child's parent or guardian an amount equal to the average per capita cost of transporting one (1) pupil during the previous school year if the following requirements are met:

1. Maintain regular attendance
2. Residence is more than one and one-fourth (1 1/4) miles from the school
3. Attends the school in their official school zone
4. Residence is more than one and one-fourth (1 1/4) miles from the nearest established bus stop

**BUS STOPS**

Students eligible for transportation services to and from their assigned bus stop and school shall be provided such services free of charge.³

Transportation services shall be provided to eligible students to and from their assigned bus stop and school. Bus stops shall be determined by the Transportation Department and assigned based on the proximity from a student's primary residential address. The principal or his designee shall have the discretion to grant permission for a student to ride a non-assigned bus on a temporary basis.
A parent or guardian may request for the child to exit a school bus at a destination other than the student's regular bus stop on the student's return bus route after dismissal of school. The parent or guardian shall provide the building level administrator, or his designee, with a signed note from the parent or guardian requesting the change for that specific day. The driver shall be provided a copy of the request to include the signature of the individual approving the request.¹

Knox County Schools shall not provide transportation services to a location for the purpose of providing care to students prior to or immediately following the instructional day unless all of the following criteria are met:

1. A request is submitted by the child's parent/guardian.
2. School buses are not required to deviate from an established route.
3. No additional buses or other costs are incurred and seating is available.
4. The service facility's location and the school of the student's enrollment are located within the same attendance zone.
5. The student's primary residential address does not lie within the parent responsibility zone.
6. The program provider shall provide supervision when students board or leave the school bus at their facility.

In all other cases, parents/guardians who choose to enter into a joint agreement with a childcare provider shall assume all responsibility for transporting the child to and from the provider's location. Each school will establish a procedure for parents/guardians to designate and provide permission for an alternate party to transport the child.

Legal References:
1. TCA § 49-6-2105.
2. TCA § 49-6-2104.
3. TCA § 49-6-2103.
4. TCA § 49-6-2118.
AWARDING OF CONTRACTS

The Director of Schools or the Director’s designee shall conduct a plan of action annually to determine potential school bus service providers for the upcoming school year.

The Director of Schools will contract with individual owners, partnerships, or corporations to provide pupil transportation services for periods of time as long as, but not exceeding, four (4) years from the date of entering into such contracts.

Service providers shall be reputable citizens with records of responsibility and sound business judgment. If the service provider is a partnership or corporation, all partners or shareholders shall meet the requirements of individual service providers and their names shall be fully disclosed on the agreement with Knox County and all partners shall execute said agreement. If there is a change in the partners or their partnership interest, Knox County Schools shall be notified and the Director of Schools may determine to cancel the agreement unless all partners meet the requirements of these regulations.

No service provider shall receive agreements for more than twenty percent (20%) of the total agreements awarded for or during any one (1) school year.

TRANSFERRING CONTRACTS

The Director of Schools shall have sole discretion in recommending to the Board any transfer or renewal of a school bus contractual agreement.

Service provider shall not attempt to or make any effort to sell rights under his/her agreement prior to Director of Schools approving the assignment.

CANCELLATION OF CONTRACTS

The Director of Schools may cancel an agreement for material breach as defined within the agreement.

In the event a service provider wishes to terminate the agreement, the provider shall give thirty (30) calendar days written notice to the Director of Schools or his designee.

SERVICE ASSIGNMENT

The service provider when called upon by the Transportation Department shall make adjustments necessary for changes to assigned runs or routes, as directed by the Transportation Department. The Transportation Department has the sole discretion as to the service location, the order in which students are picked up and dropped off, and the path traveled between pick up points.
RESPONSIBILITIES OF SERVICE PROVIDERS AND THEIR EMPLOYEES

1. Each school bus and all related equipment shall be maintained in condition to operate safely at all times during the school year and shall conform to specifications as set forth by the State Board of Education, Tennessee Department of Safety, and National Highway Traffic Safety Administration.

2. Each bus driver shall obey all applicable state rules and regulations. Any driver who is found to be physically, mentally, or morally unfit or who has been guilty of operating a bus while under the influence of intoxicants shall be prohibited from operation of a bus providing any services to Knox County Schools.

3. Any individual given a citation and found guilty of speeding and/or reckless driving while transporting students for the Knox County Schools in any capacity (including field trips or other services initiated at the building level) shall be removed from the driver eligibility roster.

4. Each service provider shall permit only drivers included on the Bus Driver Eligibility Roster to drive a bus providing services to Knox County Schools in any capacity.

5. Each service provider shall provide continuous liability and property insurance coverage for any and all buses used to meet contractual obligations. Coverage shall be no less than amounts required by the rules and regulations of the State Board of Education.

6. All buses shall have an operable electronic passenger safety alert system on the school bus as described in the School Bus Handbook (CA.6).

7. Service providers and their employees shall represent Knox County Schools in a positive, appropriate, and professional manner.

8. Service providers and all individuals performing a safety-sensitive function in conjunction with said services shall comply with all federal Department of Transportation regulations and all applicable substance abuse programs.

SCHOOL BUS MARKINGS

Service providers shall display the bus number assigned by the Transportation Department on both sides, on the rear, and on the front of their bus. Knox County Schools, company name, or the service providers name must be displayed at the beltline on both sides. Service providers shall remove any and all markings referencing Knox County Schools while conducting transportation services apart from those provided specifically to Knox County Schools.

Commercial advertising shall not be displayed inside the passenger area or exterior of a school bus while providing services in any capacity.

No items shall be displayed inside the passenger area or exterior of a school bus while providing services in any capacity which recommend, recruit or otherwise solicit student participation in any non-school sponsored activity.
DRIVER DESIGNATION

Service providers shall submit in writing to the Transportation Department the designated driver for each service assignment prior to beginning their daily assignment, to include an additional written submission if the driver changes.

Service providers shall submit in writing to the building level administrator, or designee, the driver's name and driver identification number for all services originating at the building level. This requirement shall occur prior to initiating services.

Legal Reference:
1. TCA § 49-6-2101.
2. TCA § 49-6-2111; TRR 0520-1-5-.01.

Approved as to Legal Form
By Knox County Law Director 3/27/2016
/Gary T. Dupler/Deputy Law Director
The Board recognizes that certain employees may need to use their private vehicles for school purposes. The following provisions apply to such use within Tennessee. Out of state trips may require additional provisions.

1. To use a private vehicle for school purposes, the employee must have the written permission of the Director of Schools or the Director’s designee and proof of vehicle liability insurance coverage in the following forms:
   a. A copy of the insurance certificate issued to the insured indicating liability limits of at least $300,000/700,000 (bodily injury) and $100,000 (property).
   b. A specific permit for each trip involving students, including field trips.
   c. An employee of KCS must have prior written permission of the Director of Schools or his designee to rent or lease a vehicle for any period of time that is paid for with school funds. Rented or leased vehicles cannot be used for transporting students to any school related activity without prior permission of the Director of Schools or designee.
   d. An employee renting or leasing a vehicle in their name to transport students to any school related activity shall assume the same responsibility and liability as an employee owned vehicle. In this case, all requirements of any private vehicle for school purposes are required.

2. A passenger van designed to carry more than 10 persons shall NOT be used to transport students.1

3. The school system shall assume no responsibility for liability in case of accident, unless the employee has the proper authorization described above.

4. The Board specifically forbids any employee to transport students for school purposes without prior authorization by the Director of Schools or his designee.

5. Privately-owned school buses and drivers of such shall meet all requirements of state law and Tennessee State Board Rules, Regulations, and Minimum Standards.2

6. No student shall be sent on school related errands in a vehicle owned by the student or an employee without written parental permission and proof of insurance.

7. No employee may ask for or give permission to students to transport other students to and from any school or school-related activity.

8. It is the responsibility of the principal to verify that all drivers possess a valid driver's license and proof of vehicle liability insurance.
Legal References:

1. TCA § 49-6-2115.
2. TRR/MS 0520-1-5.

Approved as to Legal Form
By Knox County Law Director 4/20/2017
/Gary T. Dupler/Deputy Law Director
GENERAL

It is necessary for the Knox County Schools to operate a fleet of vehicles to support the maintenance, security, food service and various other operations of the school system. The Director of Schools will establish appropriate procedures to ensure all Board of Education owned or leased vehicles are properly maintained and safely operated in compliance with all applicable local, state and federal statutes and regulations. Procedures developed by the Director of Schools should at a minimum address vehicle maintenance, operation and driver training.

ASSIGNMENT AND USE OF VEHICLES

The Director of Schools or the Director’s designee may assign vehicles to employees, either solely for use during normal working hours or in limited cases as a drive home vehicle, consistent with the criteria as provided herein. District-owned or leased vehicles shall be used exclusively for the conduct of official school business, and the use of such vehicles for personal purposes such as attending to personal affairs, social engagements or unapproved commuting is prohibited. If an employee is assigned a drive home vehicle, this shall be an employment condition. Any use of the drive home vehicle other than driving between the employee's residence and work locations shall be a limited use as provided herein.

District-owned or leased vehicles may be assigned to employees on the basis of their job duties and responsibilities. However, the following criteria shall be considered in assigning an employee the responsibility of driving a District-owned, leased, operated or controlled vehicle to his or her residence after the duty day is concluded.

1. The employee is on-call and/or has emergency response duties during off duty hours.
2. The employee is assigned duties at multiple work sites.
3. If the employee qualifies under 1 or 2 above on a temporary basis, s/he may be assigned a District vehicle on a corresponding temporary basis.
4. If it will be more cost effective to the District to provide the employee with a vehicle, because the employee's mileage reimbursement consistently averages more than the cost of assigning a District-owned or leased vehicle to that employee.

COMPLIANCE WITH IRS RULES

Employees authorized to drive home District-owned or leased vehicles will be subject to applicable IRS requirements. Pursuant to the Internal Revenue Code, the annual value of commuting will be included on the employee's W-2 form at the end of each calendar year and shall be in accordance with IRS rules and regulations.
DE MINIMIS USE PERMITTED

Personal use of Drive-home vehicles is prohibited except for de minimis personal use such as commuting to and from home to work; stopping for a personal errand on the way between a business location and the employee's home; or traveling to and from lunch, for medical appointments and personal errands.

GENERAL RESPONSIBILITIES OF OPERATORS AND OCCUPANTS

All vehicles will be operated in a manner consistent with all applicable traffic laws and ordinances of the jurisdiction in which they are operated. Additionally, the following provisions shall apply to any employee operating a District-owned or leased vehicle. Failure to comply with these provisions may subject the employee to disciplinary action up to and including suspension or termination.

1. License. Employees who operate District-owned or leased vehicles for District business shall have a current and valid driver's license as required by law.

2. Business Purposes Only. The District-owned or leased vehicles furnished to employees, whether for use during duty hours or for take-home, are to be used exclusively for District business and shall not be used at any time for the operator's private, personal use or convenience, except as provided herein.

3. Used Only by Employee(s). Only employees may drive or operate District-owned or leased vehicles. Occupants of District-owned or leased vehicles shall be limited to personnel employed by the District or individuals whose business is directly related to District business.

4. Employees Responsible for Moving and Parking Citations. Employees are financially responsible for any moving violations and parking citations that may be incurred while using District-owned or leased vehicles. Failure of the driver to pay the fines may cause the loss of driving privileges of District-owned or leased vehicles. The use of cell phones, pagers, laptops or any other electronic equipment is prohibited while operating the vehicle.

5. Safe Driving Practices. Employees shall obey traffic regulations, exercise reasonable care and observe safe driving practices at all times while driving vehicles owned, leased, or rented by, or on loan to, the District.

6. Smoking or Tobacco Use Prohibited. Driver and passengers are prohibited from smoking or using tobacco in District-owned or leased vehicles.

7. Responsibility for Care and Maintenance. Employees using any District-owned or leased vehicle are responsible for its care and return in good condition. All employees assigned District-owned vehicles are responsible for meeting established vehicle maintenance schedules.

8. Compliance with Other Administrative Procedures. All employees who drive District-owned vehicles must comply with other administrative procedures as established by the Director of Schools.

Approved as to Legal Form

By Knox County Law Director 3/27/2017

/Gary T. Dupler/Deputy Law Director
School food service shall be operated on a nonprofit basis and shall comply with all rules and regulations pertaining to health, sanitation, internal accounting procedures, and service of foods and shall meet all state and federal requirements necessary for participation.

The system’s Food Service Supervisor or coordinator shall oversee the program. All products and services necessary for the operation of the food service department shall be procured under the direction of the Food Services Department.

School food service receipts shall be used only to pay regular food service operating costs. When food service facilities are used by outside agencies, an adequate fee approved by the Board shall be charged and the manager shall ensure that no USDA commodities or supplies provided for the regular program are used.

The principal shall correlate the food service program with areas of instruction.

Students shall be permitted to bring their lunches from home and to purchase beverages and incidental items at school.

**FREE OR REDUCED PRICE MEALS**

The criteria and procedures for determining a student’s need and steps in securing for students no-cost or reduced-cost lunches as established at the state/federal level will be outlined and made known by the principal and the Food Service Department.

Students who participate in no-cost or reduced-cost meals will not be distinguished in any way from students who pay the regular price. Their names will not be made known to any person except such staff member(s) as needed to make the special arrangements for them.

**COMPETITIVE FOODS/VENDING MACHINES**

The sale of all competitive food and beverages to students during the school hours shall be limited to those approved by the Secretary of Agriculture, shall be controlled by the principal for grades 6-12 and shall be limited to the portion of the school day when reimbursable meals are not being served. The sale of competitive foods for grades K-5 will be limited to after the last lunch period.

Vending machines in the schools shall be controlled so that they shall not encourage poor eating habits.

The school may operate vending machines for employee use only in employee areas which are off limits to students.
SANITATION

Principals, jointly with the Food Service Department, shall be responsible for implementing regulations from the Department of Health and seeing that school cafeterias meet acceptable standards of cleanliness at all times.

"OFFER VS. SERVE" POLICY

Knox County School System implements "Offer vs. Serve" for lunch in all high schools and middle schools. Each elementary school will have the option of implementing the "Offer vs. Serve" method if they so desire. Students may refuse two (2) of the five (5) items offered.

Knox County School System implements "Offer vs. Serve" for breakfast, at all grade levels, in all schools that serve breakfast. Students may refuse any one (1) of the four (4) items offered.

Legal Reference:


Approved as to Legal Form
By Knox County Law Director 3/28/2017
/Gary T. Dupler/Deputy Law Director
GENERAL

Ensuring that students are offered wholesome, nutritious and appealing meals helps ensure that students are ready to engage in the rigorous instruction and academic expectations of the Knox County Schools. The Knox County Schools operates a school nutrition program, managed under state and federal guidelines, that is designed to meet this need. Federal regulations require that this program operate financially independent from other school system activities. As such, the program has strict requirements to ensure that student meal accounts be made whole at the end of each fiscal year.

Students are encouraged to pre-pay for meals using the accounts made available to all students through the School Nutrition Program point of sale system. However, the Board of Education understands that students may from time to time lose meal money or find their account unexpectedly in arrears. Therefore, the School Nutrition Director will provide a system to allow students to charge meals. Charging meals is for emergencies only, and this courtesy is extended only to students. Students shall not charge a la carte (extra) items.

CHECKS RETURNED DUE TO NON-SUFFICIENT FUNDS (NSF)

Each school cafeteria shall be enrolled in a check recovery program. All NSF checks will be forwarded by the bank to the provider of this service. The provider will make payment to the school cafeteria.

Once two NSF checks have been received from a parent or guardian, checks will no longer be accepted from the parent or guardian for the remainder of the school year.

APPLYING FOR FREE-REDUCED PRICE MEALS

Parents or guardians may apply for free or reduced price meals at any time during the school year. If a student's eligibility status changes to free or reduced price, any prior unpaid meal charges that have accrued are still owed.

PROCEDURES FOR COLLECTING DEBT

Each school cafeteria in conjunction with the school administration and food services supervisor shall communicate regularly with students’ parents or guardians regarding any unpaid meal charges—

First step: The School Nutrition Director will notify the parent or guardian in writing of a student's unpaid account balance, and inquire as to whether the family would like to apply for free or reduced price meals.

Second step: If necessary, within two weeks, the cafeteria manager will contact the parent or guardian by telephone to follow up on the written correspondence
Third step: If necessary, the school principal or the principal’s designee will contact the parent or guardian in writing or by telephone.

Last step: The debt shall be referred to a collection agent retained by the Knox County Schools for such purpose. The Director of Schools shall establish in procedure a reasonable threshold for the level of debt to be referred for collection.

To comply with federal and state regulations, unpaid meal charges and any other related monies owed to the School Nutrition Program must be paid from funds other than those of the School Nutrition Program. Any loss arising from unpaid meal charges or other bad debts (e.g. NSF checks and NSF check fees) are unallowable.

The Director of School Nutrition is responsible for compiling and reporting all unpaid meal charges and other bad debts to the Knox County Schools finance office for reimbursement from the General Purpose School Fund.

Legal Reference:

The Procedures for Collecting Debt section of this policy was suspended on June 10, 2020 in response to the current state of emergency caused by the coronavirus (COVID-19) pandemic.

Approved as to Legal Form
By Knox County Law Director 4/24/2019
/Gary T. Dupler/Deputy Law Director
The insurance program shall provide coverages in a minimum of the following broad categories:

1. Property: Buildings and contents against fire, extended coverage, vandalism and malicious mischief, boiler and machinery explosion, and vehicles;

2. Liability: Board members, Director of Schools and employees resulting from discharging their duties;

3. Worker’s compensation; and

4. Fidelity: Blanket bond and fiscal agent’s bond as required by statute.

The Director of Schools shall continually review the insurance program to ensure that adequate protection is being provided at a reasonable price.

GROUP HEALTH

The Board shall make available group health insurance for all employees according to the rules established by the State Group Insurance program at established rates of employee contributions. The plan carrier shall be at the sole discretion of the Board as allowed by state law.

ANNUITIES/SUPPLEMENTAL INSURANCE

Companies having a payroll deduction for tax-sheltered annuities shall include all companies presently having contracts with employees. Companies must have no less than 50 employees in their payroll slot by April 15 of each year in order to maintain a payroll slot for 403B accounts and/or supplemental insurance accounts. If the number of employees falls below 50, the company has until the following April 15 to increase/maintain 50 employees in their slot. All employee deductions will be removed for that slot after the last August payroll period.

Admission of new companies for annuities and supplemental insurance shall be considered on written request of agents of the company, and new companies shall meet criteria as established by the Employee Benefits Office and make a written request to the Employees Benefits Office in order to be considered for inclusion. New companies must have 250 employees to obtain a payroll slot. All agents are required to sign and abide by vendor rules before they are allowed to conduct business on Knox County School property.

STUDENTS

Group accident insurance with no Board contribution is available to students on a voluntary basis.
Teachers shall be eligible to participate in the student accident insurance program. All students who participate in organizational athletic activities must have adequate insurance coverage.

Approved as to Legal Form
By Knox County Law Director 4/24/2019
/Gary T. Dupler/Deputy Law Director
The Board shall maintain adequate workers' compensation coverage for all employees.

Sick leave benefits shall be paid to employees only when workers' compensation benefits are not available.¹

The Board or the Board’s designee shall establish a medical panel consisting of at least three (3) general practitioners. The names of the general practitioners shall be posted in conspicuous places throughout the maintenance, transportation, clerical, and professional areas of participating schools. Any claimant may choose from any of the general practitioners listed on the medical panel for treatment of on-the-job injuries. Any specialized treatment of injuries must be administered by practitioners or specialists upon referral by the medical panel.²

Legal References:

1. T.C.A. § 50-6-108.
2. T.C.A. § 50-6-204(b).

Approved as to Legal Form
By Knox County Law Director 4/24/2019
/Gary T. Dupler/Deputy Law Director