LEGAL BASIS FOR BOARD OF EDUCATION AUTHORITY

The legal basis for education in Tennessee is expressed in the state Constitution and state statutes, as interpreted by the courts. In Knox County, the county’s home rule charter is also a legal basis for public education within the county. Boards of Education are instruments of the state, and members of the Board are elected officers representing local citizens and the state in the management of the public schools.¹

The governing body shall be the Board of Education, serving residents within the boundaries of the school system and non-residents under conditions specified by state law and the Tennessee State Board of Education. Within the Knox County school system, there are nine districts consisting of the wards and precincts as determined by the Knox County Commission with one Board member to represent each district.²

All powers of the Board lie in its action as a body; therefore, individual Board members exercise their authority over school system affairs only as they vote to take action at an official meeting of the Board.

In other instances, an individual Board member, including the Chair, shall have only those powers specified by state law.

QUALIFICATIONS

Members of the Board shall be residents of and elected on a non-partisan basis from districts of substantially equal population,³ and shall be citizens of recognized integrity, intelligence, and ability to administer the duties of the office. To qualify as a candidate, an individual must show proof of graduation from high school or receipt of a high school equivalency credential. No member of the local legislative body nor any other local governmental official shall be eligible for election as a member of the Board of Education.⁴

TERMS OF OFFICE

Members of the Board shall serve four (4) year terms, and may succeed themselves.⁵,¹⁰

VACANCIES

Vacancies shall be declared to exist on account of death, resignation, ceasing to be a resident of the district which elected the Board member ⁶, or through due process proceedings.⁴

When a vacancy occurs, the unexpired term shall be filled at the next regular or special meeting of the local legislative body. Such appointment shall continue until the next regular election.⁷
DUTIES OF THE BOARD OF EDUCATION

The constitutional and statutory duties of the Board of Education include, but are not limited to:

1. Elect, upon the recommendation of the Director of Schools, teachers who have attained or are eligible for tenure and fix the salaries of and make written contracts with the teachers;
2. Manage and control all public schools established or that may be established under its jurisdiction;
3. Purchase all supplies, furniture, fixtures and material of every kind through the Executive Committee;
4. Order warrants drawn on the County Trustee on account of the elementary and the high school funds, respectively;
5. Visit the schools whenever, in the judgment of the Board, such visits are necessary;
6. Except as otherwise provided in this title, dismiss teachers, principals, supervisors and other employees upon sufficient proof of improper conduct, inefficient service or neglect of duty; provided, that no one shall be dismissed without first having been given in writing due notice of the charge or charges and an opportunity for defense;
7. Suspend, dismiss or alternatively place pupils, when the progress, safety or efficiency of the school makes it necessary or when disruptive, threatening or violent students endanger the safety of other students or school system employees;
8. Have enumerated the scholastic population of the local school district in May of every odd-numbered year;
9. Provide proper record books for the Director of Schools, and should the appropriate local legislative body fail or refuse to provide a suitable office and sufficient equipment for the Director of Schools, the Board of Education may provide the office and equipment out of the elementary and the high school funds in proportion to their gross annual amounts;
10. Require the Director of Schools and Chair of the Board to prepare a budget on forms furnished by the Tennessee Commissioner of Education, and when the budget has been approved by the Board, to submit it to the appropriate local legislative body;
11. Prepare, or have prepared, a copy of the minutes of each meeting of the board of education, and mail a copy of the minutes no more than thirty (30) days after the board meeting or at the time they are mailed to or otherwise provided to members of the board, if such is earlier, to the president of each local education association. Any subsequent corrections, modifications or changes shall be distributed in the same manner;
12. Adopt and enforce, in accordance with guidelines prescribed by the Tennessee State Board of Education pursuant to §49-6-3002, minimum standards and policies governing student attendance, subject to availability of funds;
13. Develop and implement an evaluation plan for all certificated employees in accordance with the guidelines and criteria of the state board of education, and submit the plan to the commissioner for approval;
14. Notwithstanding any other public or private act to the contrary, employ a Director of Schools under a written contract of up to four (4) years’ duration, which may be renewed;
15. Adopt policies on the employment of substitute teachers;
16. Develop and implement an evaluation plan to be used annually for the Director of Schools.

DISCRETIONARY POWERS OF THE BOARD OF EDUCATION

The discretionary powers of the Board of Education include, but are not limited to:

1. Consolidate two (2) or more schools whenever in its judgment the efficiency of the schools would be improved by the consolidation;
2. Require school children and any employees of the board to submit to a physical examination by a competent physician whenever there is reason to believe that the children or employees have tuberculosis or any other communicable disease;
3. Establish night schools and part-time schools whenever in the judgment of the Board they may be necessary;
4. Permit school buildings and school property to be used for public, community or recreational purposes under rules, regulations and conditions as prescribed from time to time by the Board of Education;
5. The Knox County Law Director shall execute and administer all of the legal affairs of the Board of Education. If there exists a conflict of interest, legal representation will follow the process defined in the 2003 Order of Compromise; 9
6. Make rules providing for the organization of school safety patrols in the public schools under its jurisdiction and for the appointment, with the permission of the parents, of pupils as members of the safety patrols;
7. Establish minimum attendance requirements or standards as a condition for passing a course or grade;
8. Provide written notice to probationary teachers of specific reasons for failure of reelection pursuant to this title; provided, that any teacher so notified shall be given, upon request, a hearing to determine the validity of the reasons given for failure of reelection;
9. Lease or sell buildings and property or the portions of buildings or property it determines are not being used or are not needed at present by the public school system in the manner deemed by the Board to be in the best interest of the school system and the community that the system serves;
10. Establish and operate before and after school care programs in connection with any schools, before and after the regular school day and while school is not in session;
11. Contract for the management and operation of the alternative schools provided for in §49-6-3402 with any other agency of local government;
12. Include in student handbooks, or other information disseminated to parents and guardians, information on contacting child advocacy groups and information on how to contact the Tennessee State Department of Education for information on student rights and services;
13. Cooperate with community organizations in offering extended learning opportunities; and
14. Apply for and receive federal or private grants for educational purposes.

Legal References:

1. T.C.A. § 49-1-101; T.C.A. § 49-1-102; T.C.A. § 49-1-103.
2. Knox County Charter § 6.01. B
5. T.C.A. § 49-2-201 (a).

Approved as to Legal Form 10/25/2018
By Knox County Law Director
/Gary T. Dupler/Deputy Law Director
PLANNING

The Board of Education is charged, on behalf of the public, with the responsibility for determining the educational goals of the school system. In concert with the Board, the Director of Schools shall develop and maintain a strategic plan which addresses at least a five-year period of time that will be adopted by the Board.¹ The plan will be updated every two years and include a mission statement, goals, objectives and strategies and address the State Board of Education master plan. The strategic plan will also include performance measures by which the success of the plan and its various components will be assessed.

EVALUATION

The Board will routinely review progress in each area of the strategic plan and may revise the plan as necessary so all administrative and curricular practices will properly support the stated goals and objectives. The Board will also endeavor to base major budget decisions on the priorities established within the strategic plan.

Legal Reference:

1. TRR/MS § 0520-1-3-.03(16).

Approved as to Legal Form 10/24/2018
By Knox County Law Director
/Gary T. Dupler/Deputy Law Director
The Board shall establish school attendance areas and periodically review boundary adjustments. The Superintendent shall enforce these areas as established by the Board.¹

The primary considerations governing the establishment of a school attendance area are:²

1. The educational opportunity afforded students;
2. The capacity of each school; and
3. The geographic location of each school in relationship to the surrounding student population.

School attendance area boundaries shall be maintained by the Transportation and Zoning Department on behalf of the Board and the Director of Schools. The Transportation and Zoning Department shall determine each student's school attendance area.

Children residing on any parcel that is assessed Knox County property taxes are eligible to attend Knox County Schools.

Children residing on properties in a subdivision or other development situated in an adjacent county with NO road access into the adjacent county may attend schools within the school system, providing they have an approved transfer and meet all other requirements described as part of J-150.³

Children residing on properties situated dually in Knox County and an adjacent county may attend Knox County Schools in the school attendance area within the boundaries of Knox County.⁴

A student's official residence shall be determined by the Superintendent or his designee.

Students who use the school bus service must attend the school in the zone in which they reside, with the exception of Magnet Schools and other special programs. Students who use transportation other than the school bus service shall be permitted to attend any school which is appropriate for their level, provided 1) available space in chosen school and 2) they have an approved transfer.

Legal References:
1. T.C.A. § 49-6-3102.
2. T.C.A. § 49-6-3103.
3. T.C.A. § 49-6-3104.
4. T.C.A. § 49-6-3112.
Upon the recommendation of the Director of Schools, the Board will endeavor to adopt an official school calendar 18-24 months prior to the beginning of the school year concerned, but no later than three (3) months prior. The primary consideration in the development of school calendars shall be to support and enhance student learning.

The calendar will identify instructional days, in-service days, administrative days, student holidays and school holidays. The calendar may be revised by the Board, upon recommendation of the Director of Schools, due to inclement weather or other factors.

The regular school year shall be 200 days\(^1\) and scheduled as follows:

- A minimum of 180 student attendance days;
- A minimum of five (5) days in-service education for all certificated personnel;
- One (1) day for parent-teacher conferences;
- Ten (10) days paid vacation for all certificated personnel; and
- Four (4) discretionary days.

The Director of Schools shall plan each year’s program accounting for a 200-day year and shall recommend it to the Board for approval. The calendar shall be distributed to the school staff prior to the opening of the school term.

### STUDENT ATTENDANCE DAYS

When schools are closed due to emergencies or unforeseen circumstances such as epidemics or inclement weather, the time lost shall be made up to the required minimum unless otherwise approved by the State Department of Education.

### IN-SERVICE EDUCATION

Each day of in-service education included in the school calendar shall be equivalent to not less than six (6) hours of planned activities.\(^2\)

### DISCRETIONARY DAYS

Four (4) discretionary days shall be included in the calendar and may be designated by the Board as student attendance days, in-service days or administrative days. Administrative days may be used by administrators, faculty and staff for preparation for commencement of classes, record keeping, grading examinations, parent-teacher conferences and other educational functions.\(^1\)
Legal References:

1. T.C.A. § 49-6-3004.
2. State Board of Education Guidelines for Planning Approvable In-service Education Activities
The minimum length of the school day shall be seven hours for elementary, middle, and high school except for days set aside for teacher collaboration through student late start or early release.¹

Teachers and administrative staff shall be on duty for a minimum of seven hours and forty-five minutes per day. Additional time may be required by the principal when necessitated by the needs of the system or requirements of the job.² Additional time is interpreted to include faculty meetings, in-service programs, committee meetings, general meetings, conferences, school-sponsored activities, and other extra duties before and after school.

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Legal References:
1. TRR/MS § 0520-1-3-.02(1)(a).
2. TRR/MS § 0520-1-3-.03(1).

Approved as to Legal Form 11/29/2018
By Knox County Law Director
/Gary T. Dupler/Deputy Law Director
The Board authorizes the Director of Schools to close schools in the event of hazardous weather or any other emergency which presents a threat to the safety of students, staff members or school property.

As soon as the decision to close schools is made, the Director of Schools will use all means available to inform the public including news media, internet, e-mail, text and mass telephone notification.

If school is not in session or is dismissed early due to inclement weather, all scheduled activities in which students are involved will generally be postponed or cancelled.
The Board authorizes the establishment and operation of Extended School Day/Year Programs in any of its schools. These programs should be conducted before and/or after the regular school day, during the summer months, and/or any other time when school is not in session. Emphasis shall be placed upon extended education services such as Community Schools programs, tutoring, after-school care, and interventions.
For the purpose of improvement of school Board leadership, the Board of Education will conduct an annual self-evaluation.

This annual evaluation shall be based upon the following:

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

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

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

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

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

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

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

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

Legal Reference:

1. T.C.A. § 49-2-202(c)(2).

Approved as to Legal Form
By the Knox County Law Director 3/30/2016
/Gary T. Dupler/Deputy Law Director
**Section B: School Board Operations**

### Knox County Board of Education Policy

**Descriptor Term:**

<table>
<thead>
<tr>
<th>Duties of Officers</th>
<th>Descriptor Code: B-111</th>
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**CHAIR**

The Chair of the Board shall have the following duties:

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

**VICE CHAIR**

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

**SECRETARY**

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

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

**CHAIR PRO TEM**

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

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

Cross Reference:

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

Approved as to Legal Form
By the Knox County Law Director 1/31/2019
/Gary T. Dupler/Deputy Law Director
The duties of an individual Board member shall be as follows:

1. To participate in state mandated training.¹

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

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

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

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

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

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

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

Legal Reference:

1. TCA § 49-2-202(a)(6).

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

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

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

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

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

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

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

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

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

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

The members of the Board shall be paid for transportation, lodging, meals and other pertinent expenses when traveling on business for the Board. Salary and other benefits shall be as provided for in the charter of Knox County. Expenses shall be submitted to the Director of School's office within thirty (30) days of the date of completion of such travel. The rate of payment shall be the same as the rate for members of the professional staff.

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

Cross Reference:

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

**GENERAL**

The Board shall operate without standing committees, except for the Executive Committee; however, special committees composed of Board members may be appointed by the Chair at the direction of the Board and as the needs of the Board shall require.¹ Such committees shall be discharged when the work is finished or earlier by a majority vote of the entire Board. All reports by special committees shall be made directly to the Board.

1. A special committee serving in an advisory capacity shall ordinarily consist of less than a quorum of Board members;

2. The committee will be advisory only;

3. Issues to be discussed by the committee must be approved in advance by the entire Board;

4. A committee shall serve no longer than the annual organization meeting of the Board unless reappointed to finish a designated task; and

5. Committee meetings shall be held in accordance with the Open Meetings law.²

**EXECUTIVE COMMITTEE**

The Chair of the Board and the Director of Schools shall constitute the Executive Committee of the Board, with the Chair of the Board serving as the Chair of the Executive Committee.¹ The duties shall be:

1. To prepare an agenda for each regularly scheduled meeting of the Board, with public notice of such agenda-setting meeting(s);

2. To prepare the annual budget in the approved forms of the Commissioner of Education, to be submitted to the Board for its approval.³

3. To advertise for bids and let contracts authorized by the Board;

4. To examine all accounts authorized by the Board and ensure that the approved budget is not exceeded;

5. To submit for approval at each regular meeting of the Board a full report of all business transacted since the last regular meeting; and

6. To transact any other business assigned to the committee by the Board.⁴
7. Current Board Members shall be allowed to attend and observe meetings of the Executive Committee which are not public noticed; and as observers, Board Members may not comment, discuss or deliberate with the committee.

Legal References:

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

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

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

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

The Director of Schools shall be responsible for leadership in school-community relations. Through the use of his staff, he will promote a program to best coordinate the engagement of families and the community in the success of the Knox County Schools.

Approved as to Legal Form
By Knox County Law Director 5/9/2016
/Gary T. Dupler/Deputy Law Director
The Board will transact all business at official meetings that may be either regular or special.

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

**REGULAR MEETINGS**

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

**SPECIAL MEETINGS**

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

**NON-VOTING MEETINGS**

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

**ELECTRONIC PARTICIPATION IN BOARD MEETINGS**

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

The following constraints apply to electronic participation in Board meetings:

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

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

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

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

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

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

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

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

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

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

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

DISTRIBUTING THE AGENDA

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

APPROVING THE AGENDA

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

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

CONSENT AGENDA

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

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

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

### ORDER OF BUSINESS

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

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

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

### CHAIR'S PARTICIPATION

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

Legal Reference:

1. T.C.A. § 49-5-409(b)(1).

Approved as to Legal Form

By Knox County Law Director 1/23/2019

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

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

Legal References:

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

Approved as to Legal Form

By Knox County Law Director 5/9/2016

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

The minutes shall include:

1. The nature of the meeting (regular or special), time, place, date, Board members present or absent, and the approval of the minutes of the preceding meeting;
2. The record of all motions, proposals, and resolutions passed or denied by the Board, together with the names of the members making and seconding the motions, and a record of the members voting “aye” and “nay” in the event of a roll call vote;
3. Reports, documents and objects relating to a formal motion may be omitted from the minutes, if they are referred to and identified by title and date;
4. Names of persons addressing the Board and the purpose of their remarks; and
5. A brief account of those items discussed, and whether or not any motions were made regarding those items.

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

Approved as to Legal Form
By Knox County Law Director 6/15/2016

/Gary T. Dupler/Deputy Law Director
The Board may hold public hearings in the following circumstances:

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

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

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

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

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

Legal References:

1. TCA § 49-2-203(a)(7); TCA § 49-5-512(c).
2. TCA § 49-6-3401.
3. TCA §4 9-6-3201.
### ADDRESSING COMPLAINTS

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

Complaints regarding an instructional program should first be addressed to:

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

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

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

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

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

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

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

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

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

**APPEALS TO THE BOARD**

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

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

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

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

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

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

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

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

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

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

Approved as to Legal Form

By the Knox County Law Director 7/17/2019

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

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

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

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

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

Either the Administration or a Board member may propose policies or policy amendments. All proposed policies or policy amendments shall first be brought to the Director of Schools or the Director of School’s designee for addition to the policy review process. Following the review process, proposed policies or policy amendments shall be submitted to the Board for consideration as part of the agenda. Policies and substantive policy amendments shall be considered through two readings at separate Board meetings. Upon first reading, the Administration or Board member proposing the policy or policy amendment shall address the Board and introduce the proposal. Upon second reading, the Board may take final action on the proposal. Adoption shall require an affirmative vote by a majority of the members of the Board.

Policies and policy amendments adopted by the Board shall be made a part of the minutes and shall be placed in the policy manual which will be posted on the Knox County Schools website. Policies and policy amendments shall be effective immediately upon adoption unless a specific effective date is provided, and shall supersede any previous Board action on the subject.

**POLICY MAINTENANCE**

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

**SUSPENSION OF POLICIES**

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

**ADMINISTRATION IN POLICY ABSENCE**

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

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

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

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

The Director of Schools shall retain and dispose of school district records in accordance with the following guidelines:\(^2,4\)

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

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

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

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

5. The Director of Schools shall establish procedures to safeguard against the unlawful destruction or removal of records.\(^8\)

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

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

Approved as to Legal Form 8/25/2017
By Knox County Law Director
/Gary T. Dupler/Deputy Law Director
Section B: Knox County Board of Education Policy

School Board Operations

Code of Ethics

Descriptor Term: Code of Ethics
Descriptor Code: B-220
Issued: 7/95
Reviewed: 1/19
Revised: 9/16

DEFINITIONS

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

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

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

DISCLOSURE OF PERSONAL INTEREST IN VOTING MATTERS

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

DISCLOSURE OF PERSONAL INTEREST IN NON-VOTING MATTERS

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

CONFLICT OF INTEREST

The Director of Schools, members of the Board of Education, administrative, supervisory, or teaching personnel or other school officer shall have no financial interest, directly or indirectly, in supplying books, maps, school furniture, or apparatus or other compensated services for the schools or to act as agent for any author, publisher, bookseller, or dealer in school furniture or apparatus.\(^1\)
1. School employees may not purchase for sale to students any goods or equipment or render any service to the school system on a commission basis;
2. Employees who have patented or copyrighted any device, publication, or other item shall not receive royalties for use of such item in the school system;
3. Employees shall not engage in any type of work where the source of information concerning a customer, client, or employer originates from information obtained through the school system;
4. The Board shall make no purchase of supplies, materials, or equipment from a school system employee, and
5. Employees shall not sell instructional supplies, equipment and reference books in a territory that includes the parents of the children of the school in which the employee is assigned.
6. Employees shall be permitted to hold employment outside the school system so long as such activities do not (a) occur during the school day, or (b) interfere with regularly scheduled or appropriately assigned duties for the school system, or (c) reflect unfavorably on the school system.

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

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

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

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

1. Entertainment, food, refreshments, meals, health screenings, amenities, foodstuffs, or beverages that are provided in connection with a conference sponsored by an established or recognized statewide professional association or by an umbrella or affiliate organization of such statewide association.
2. Gifts from a member of an employee’s or official’s immediate family or from an individual if the gift is given for a nonbusiness purpose and is motivated by a close personal friendship and not by the position of the employee of public official.
3. Food and refreshments of nominal value when they are part of the elected official or employee's participation in a charitable, civic, political or community event, which bears a relationship to the official or employee's office and the official or employee is attending in an official capacity;
4. Food, refreshments, foodstuffs, entertainment and beverages provided as part of a meal or other event if the value of such items does not exceed thirty-five dollars (§35) per occasion,
with a limit of two (2) meals per day. Entrance fees, admission fees, or tickets shall be valued on the face value of the ticket or fee, or on a daily or per event basis, whichever is greater.

MISUSE OF PUBLIC POSITION

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

USE OF GOVERNMENT PROPERTY

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

ETHICS COMPLAINTS

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

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

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

The Committee may:

1. refer the matter to the Board Attorney for a legal opinion and/or recommendations for action;

2. in the case of an official, refer the matter to the school board body for possible public censure if the board body finds such action warranted;

3. in the case of an employee, refer the matter to the official responsible for supervision of the employee for possible disciplinary action if the official finds discipline warranted;

4. in a case involving possible violation of state statutes, refer the matter to the district attorney for possible ouster or criminal prosecution.
5. Dismiss a complaint based on the record if it is found to have no merit.

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

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

EXCEPTIONS TO POLICY

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

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

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

Legal References:

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

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

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

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

EXPECTATIONS

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

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

RESPONSE TO UNCIVIL BEHAVIOR

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

1. A student who believes that he or she has not been treated in a manner reflective of the Code of Civility should report such behavior to the appropriate building level administrator.

2. A parent, guardian or community member who believes that he or she has not been treated in a manner reflective of the Code of Civility should report such behavior to the staff member’s immediate supervisor or the student’s appropriate building level administrator.

3. An employee who believes that he or she has not been treated in a manner reflective of the Code of Civility should address the concern through the appropriate supervisory chain. If personal harm is threatened, the employee shall notify their supervisor and may also contact law enforcement. If a communication such as voice mail or e-mail or any type of written
communication is demeaning, abusive, threatening or obscene the employee is not obligated to respond.

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

To accomplish this:

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

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

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

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

5. The Board shall include in its budget appropriate resources, including travel expense, necessary for its TLN representative and other Board members to accomplish its desired legislative goals.
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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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:\(^1\)

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 Compensation, Benefits And Expenses

Descriptor Code: C-124

Issued: 7/95

Reviewed: 2/19

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
## Knox County Board of Education Policy

### Section C:
**General School Administration**

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<td><strong>Descriptor Code:</strong> C-125</td>
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<td><strong>Issued:</strong> 10/96</td>
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<td><strong>Revised:</strong> 1/17</td>
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1. Through an annual evaluation of the Director of Schools, 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.

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**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
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.

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.

Approved as to Legal Form
By Knox County Law Director 12/7/2016
/Gary T. Dupler/Deputy Law Director
Section C: General School Administration

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<td><strong>Descriptor Term:</strong> Employment and Transfers of Administrative and Supervisory Personnel</td>
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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.\(^1\) 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.\(^2\) 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.¹

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.²

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

Approved as to Legal Form
By Knox County Law Director 1/19/2017
/Gary T. Dupler/Deputy Law Director
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.

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**Legal Reference:**

1. T.C.A. § 49-6-2009.

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**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.

Approved as to Legal Form
By Knox County Law Director 6/26/2019
/Gary T. Dupler/Deputy Law Director
Section C:  General School Administration

Knox County Board of Education Policy

<table>
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<tr>
<th>Descriptor Term: Complaints Under the Americans with Disabilities Act</th>
<th>Descriptor Code: C-190</th>
<th>Issued: 7/95</th>
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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.

Legal Reference:

## Honorary Diploma

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.

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Legal References:

2. TCA § 49-6-2008; TCA § 39-14-406.
The Board shall practice sound fiscal management procedures which guarantee maximum use of all resources provided.

In fiscal management, the Board seeks to achieve the following goals:

1. To engage in advance planning, with broad-based staff and community involvement;
2. To establish levels of funding which will provide quality education for the system’s students;
3. To use the available techniques for budget development and management;
4. To provide timely and appropriate information to all staff with fiscal management responsibilities;
5. To require school administration, in accordance with local, state, and federal guidelines, to establish efficient procedures for accounting, reporting, purchasing, delivery and inventory, payroll, payment of vendors and contractors, and all other areas of fiscal management; and
6. To establish and maintain internal controls, which shall provide reasonable assurance that—
   a) Obligations and costs are in compliance with applicable law;
   b) Funds, property, and other district assets are safeguarded against waste, loss, unauthorized use, or misappropriation; and
   c) Revenues and expenditures are properly recorded and accounted for to permit the preparation of accurate and reliable financial and statistical reports and to maintain accountability over the school district’s assets.  

Legal Reference:


Approved at to Legal Form
By Knox County Law Director 12/19/2016
/Gary T. Dupler/Deputy Law Director
The school system budget is the operational plan stated in financial terms which describe the programs to be conducted during the fiscal year which begins July 1 and ends June 30 of the following year.

**PREPARATION PROCEDURES**

Budget planning shall include an analysis of previous staffing, curriculum and facilities, and projections requiring additional staffing, curriculum modifications, and additional facilities.

Budget preparation shall be the responsibility of the Director of Schools. The Director of Schools shall establish procedures for budget preparation that include appropriate levels of program review and timely submission to the Board of education.

**HEARING AND REVIEWS**

The proposed budget shall be available for inspection by interested citizens in the Office of the Board of Education and shall be prominently posted on the Knox County Schools website.

**FINAL ADOPTION PROCEDURE**

The Board shall adopt a budget request and submit it to the County Mayor on or before April 15 of each year.¹

The Director of Schools shall file a copy of the approved budget with the Commissioner of Education in compliance with state requirements.

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Legal References:

1. Knox County Ordinance 90-9-122
In order to ensure comparability of services from local, state, and federal funds in all of its schools, the Board shall ensure that:

1. A system-wide salary schedule is adopted annually;

2. Teachers, principals, and support personnel are assigned to schools on an equitable basis according to grade levels and need; and

3. Curriculum materials and instructional supplies are provided to schools on an equitable basis according to grade levels and need.

Funds for educational purposes made available by any government, agency, or organization shall be sought by the school system only when the conditions of their availability are in harmony with the purposes and policies of the Board and the laws of the state and county.

Legal Reference:

1. Chapter 1, Section 558(c), Education Consolidation and Improvement Act of 1981; Commissioner of Education Memorandum, May 11, 1982, “Guidance for Complying with Comparability Requirements of Chapter 1, ECIA.

Approved as to Legal Form
By Knox County Law Department 12/19/2016
/Gary T. Dupler/Deputy Law Director
The Director of Schools is authorized to accept donations, gifts, and bequests to the school system and may designate others to accept donations, gifts, and bequests for particular schools on behalf of the Board.

In instances where the Director of Schools or the Director’s designee doubts the appropriateness or usefulness of an offered donation, gift, or bequest, the donation, gift, or bequest may be declined or the matter referred to the Board.

In accepting donations, gifts and bequests, the following guidelines shall be followed:

1. Unless otherwise expressly specified in writing, all property contributed, given, or otherwise placed on school premises shall become school system property subject to the same controls and regulations that govern the acquisition and use of other school-owned property.

2. Individuals or organizations who desire to donate services, supplies or equipment shall consult with the Director of Schools or the Director’s designee regarding the feasibility of accepting such donations.

3. Any proposed donation of services, supplies, or equipment that may involve material initial or ongoing financial commitments from general school funds shall be presented by the Director of Schools' office to the Board for consideration and approval.

4. Any donation, gift, or bequest twenty-five thousand dollars ($25,000) or greater shall be reviewed and approved by the Board of Education prior to receipt.

Legal Reference:

1. T.C.A. § 49-6-2006(a).

Approved as to Legal Form
By Knox County Law Director 6/26/2019
/Gary T. Dupler/Deputy Law Director
BOARD ALLOCATIONS

Allocations to individual schools from the General Purpose School Fund, as approved by the Board through the annual budget process, shall be received and accounted for by those schools.

These allocations are a recognized part of the Board’s responsibility for providing, at public expense, items of equipment, supplies and services that may be required in the interest of education in the schools under the Board’s jurisdiction.

SCHOOL FEES

School fees collected by individual schools shall be expended only for the purposes for which they were collected. The purpose and amounts of all fees shall be approved as provided for in Policy J-560 Student Fees and Fines.

No fees shall be required of any student as a condition to attend the school or use its equipment except as authorized by the Board.¹

FINES

A student shall be held responsible for the cost of replacing any materials or property which the student loses or damages³, including textbooks, library books, equipment and buildings.

Legal Reference:

1. T.C.A. § 49-6-3001(a).

Approved as to Legal Form
By Knox County Law Director 12/19/2016
/Gary T. Dupler/Deputy Law Director
Monies received for deposit to funds other than the internal school funds shall be forwarded to the Finance Department and deposited with the Knox County Trustee within three (3) business days.

Approved as to Legal Form
By Knox County Law Director 12/19/2016
/Gary T. Dupler/Deputy Law Director
The Director of Schools and all other employees who handle school monies shall be bonded in order to indemnify the school system against the loss of any funds.¹

Legal References:

1. TCA 8-19-101 through 103, TCA 49-2-110(a)(1).
In accordance with the Charter of Knox County and all applicable local, state, and federal guidelines, the Director of Schools shall maintain a system of fund accounting, organized according to the regulations prescribed by the Tennessee Commissioner of Education, and that provides a detailed and accurate accounting for all receipts and disbursements of the district.1

The Board authorizes each school under its jurisdiction to receive activity and other internal funds, such as athletic gate receipts and school class funds.2

Legal References:
1. TCA § 49-2-301 (b)(D).
2. TCA § 49-2-110(a).

Approved as to Legal Form
By Knox County Law Director 12/19/2016
/Gary. T. Dupler/Deputy Law Director
The Executive Committee shall submit to the Board at each regular Board meeting a report of all committee business transacted since the last regular meeting.¹

The Director of Schools shall submit periodic financial reports to the Board and to state and federal agencies as required.

Any records or papers which may be destroyed according to the law shall be disposed of in such a manner as to ensure complete destruction.

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Legal References:

1. TCA § 49-2-206(5).

Approved as to Legal Form
By Knox County Law Director 12/19/2016
/Gary T. Dupler/Deputy Law Director
Section D: Fiscal Management

Knox County Board of Education Policy

Descriptor Term: Audits
Descriptor Code: D-172
 Issued: 3/00
 Reviewed: 1/17
 Revised: 3/17

An annual audit of all fiscal accounts of the district shall be performed by an independent certified public accountant following the end of the fiscal year.¹

The Director of Schools shall make the annual audit report available to the proper authorities as prescribed by law.

When an administrative change occurs during the fiscal year and the position is responsible for the expenditure of funds, a detailed review of accounts involved shall be performed by the district’s Finance Department to the extent of the scope defined by the Board or the Director of Schools.

Should the employment of a school principal or bookkeeper be terminated, that school’s accounts shall be reviewed and reconciled in detail by the district’s Finance Department, and no further financial transactions shall take place until a new principal or other responsible person is assigned by the Director of Schools.

Legal Reference:
1. TCA § 9-3-211.

Approved as to Legal Form
By Knox County Law Director 1/19/2017
/Gary T. Dupler/Deputy Law Director
Salaried personnel shall be paid in twelve equal monthly installments on the 25th (or the last working day preceding the 25th) of each calendar month. Hourly personnel shall be paid on a biweekly basis.

All annual salary and hourly pay rate schedules that are published by the district, as well as any other form of compensation paid by the district, are stated on a “gross earnings” basis, that is, before deductions from pay that are either required by law or as a condition of employment. These deductions may include, but are not limited to:

1. Federal income tax, Social Security tax, and Medicare tax;
2. Retirement contributions;
3. Court ordered garnishments;
4. Unauthorized absences; and
5. The cost of a criminal background check.
Section D: Fiscal Management

Knox County Board of Education Policy

Descriptor Term: Expenses and Reimbursements

Descriptor Code: D-200

Issued: 7/95

Reviewed: 12/16

Revised: 2/17

The Board shall periodically review the joint Knox County – Knox County Schools Travel Policy and Regulations that are available in handbook form on the Knox County Schools website.

With prior approval from the Director of Schools or the Director’s designee, school personnel who incur expenses in carrying out their authorized duties shall be reimbursed upon submission of an approved voucher and supporting receipts. Reimbursements will be made in accordance with the Knox County – Knox County Schools Travel Policy Handbook.

Members of the Board shall be reimbursed for transportation, lodging, meals and other pertinent expenses when traveling on business for the Board. Travel expenses for the Board shall be reimbursed in accordance with the Knox County – Knox County Schools Travel Policy.

Approved as to Legal Form
By Knox County Law Director 12/19/2016
/Gary T. Dupler/Deputy Law Director
The Director of Schools shall establish accurate inventory procedures for all district real and personal property, in compliance with the Procurement Code of Knox County. Administrative personnel shall ensure that a physical count of all such property is taken at the end of each fiscal year and at the time of principal reassignments. The results of any physical count of inventory shall be properly entered in the appropriate records for accounting purposes.
I. Purpose:

The purpose of this policy is to establish guidelines for the acquisition and reporting of capital assets in order to provide information for capital investment and management decisions.

II. Definitions:

A. Capital Asset – A capital asset is property that is used in district operations and has an initially estimated useful life in excess of three years following the date of acquisition.

B. Capital Improvement Plan (CIP) – The plan that describes the acquisition and/or construction of capital facilities and assets (capital projects) and associated funding sources the district intends to undertake during future fiscal years.

C. Capital Project – Construction projects and capital purchases that generally cost in the aggregate more than $100,000 and/or have an initially estimated useful life greater than seven years.

D. Capitalization Threshold – The monetary criterion used to determine whether a given capital asset should be reported as a long lived asset subject to depreciation in the financial statements.

E. Depreciation – The systematic and rational allocation of the acquisition cost of a capital asset over its useful life.

F. Operating Budget – Annual expense plan that details the expected costs associated with providing district services.

III. Policy:

A. The purpose of the CIP is to document the planning, scheduling, approval, and anticipated financing for capital projects over a rolling multi-year period.

B. Construction projects and capital asset purchases that generally cost in the aggregate more than $100,000 and/or have a useful life of greater than seven years are included in the CIP.

C. The Director of Schools is to prepare CIP project proposals and present the requests to the Board. Once a request has been approved by the Board, the district is to forward to the
Knox County Department of Finance the approved request along with the Director of Schools estimate of any and all future operating costs associated with the project that are not included in the CIP.

D. The Knox County Department of Finance and County Mayor will review the CIP requests and make recommendations to the County Commission. The final CIP recommended by the County Mayor will include financing of the CIP request. Budget appropriations for projects included in the first year of the CIP are included in the district’s annual Capital Budget which is subject to Board and County Commission review and approval. Financing for the Capital Budget will come from General Obligation Bonds and other sources. If a specific current revenue source is identified for a CIP request, then that funding is included in the CIP.

Budget appropriations included in the first year of the approved CIP, for which financing is planned for the upcoming fiscal year, are required to be approved by the County Commission. Budgetary approval for projects planned for subsequent years, for which financing is planned in those future years, is generally not obtained during the first year of the CIP and is subject to revision in subsequent years.

E. Capital assets, whether purchased or constructed, are recorded at historical acquisition cost (or estimated historical cost, if historical cost is not available). Donated capital assets are recorded at estimated fair market value at the date of donation. Historical acquisition cost includes the purchase price of the asset, plus related ancillary charges necessary to place the asset in its intended location or to prepare it for its intended use. Such charges include, for example, legal and title fees, closing costs, land-preparation costs, architect fees, and transportation charges.

F. The capitalization threshold is used to determine the proper reporting of capital asset additions based on the expenditures, individually or in the aggregate, incurred to acquire the asset. For district capital asset additions (for example land, buildings and building improvements, vehicles, machinery and equipment, and intangible assets), the capitalization threshold is $10,000.

G. Additions to existing capital assets are recorded as capital assets only if (1) the additional expenditures, individually or in the aggregate, exceed $10,000 and (2) the addition extends the useful life of an existing asset or enhances its functionality. Costs of routine recurring maintenance and repairs that do not add to the value of an asset or do not materially extend the useful life of an asset are not capitalized. Such items are reported as expenditures/expenses in the period in which they are incurred.

H. Capital assets that meet the capitalization threshold and, therefore, are recorded as district assets are depreciated, the exception being land, which is not depreciated. Depreciation is calculated using the straight-line method over the estimated useful lives of classes of assets, which are:
<table>
<thead>
<tr>
<th>Asset Class</th>
<th>Useful Life (Years)</th>
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<td>System Infrastructure</td>
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<tr>
<td>Vehicles</td>
<td>5</td>
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<tr>
<td>Machinery and Equipment</td>
<td>5-20</td>
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<tr>
<td>Intangible Assets</td>
<td>5-10</td>
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</table>

I. Any capital assets that are declared surplus property shall be disposed of in accordance with the Procurement Code of Knox County.

IV. **Quality Control and Quality Assurance:**

It is the responsibility of the Director of Schools to ensure the presence of procedures that provide sufficient guidance to affected KCS personnel to fulfill the intent of this policy.

Approved as to Legal Form
By the Knox County Law Department 12/19/2016
/Gary T. Dupler/Deputy Law Director
It is the Board's intent that surplus property shall be disposed of in accordance with the Procurement Code of Knox County.¹

Proceeds from disposal of textbooks shall be utilized to supplement textbook and instructional materials purchasing funds.²

The district, at the Director of Schools' direction, shall request from Knox County Finance, the deposit of proceeds from the disposal of other district surplus property to the district’s General Operating Fund.

Legal Reference:

1. TCA § 49-6-2007(a).
2. TCA § 49-6-2208(b).

Approved as to Legal Form
By Knox County Law Director
/Gary T. Dupler/Deputy Law Director
The Board will purchase competitively and seek maximum educational value for every dollar expended. Purchasing will be done in compliance with the Procurement Code of Knox County and in accordance with Knox County Purchasing Regulations and Knox County Purchasing Electronic Commerce Card Program.  

Section 2-580 of the Procurement Code of Knox County exempts internal school funds, school activity funds, cafeteria funds, and concession funds from the Code and states that these funds shall be governed by procedures contained in the Tennessee Internal School Uniform Accounting Policy Manual as provided for in Tennessee Code Annotated 49-2-110 and adopted by the Knox County Board of Education (See Board Policy D-241).

ROUTINE PURCHASES

Routine purchases shall include expenditures for supplies, salaries, and routine expenditures required for the operation of the school system. These expenditures shall be anticipated and provided for in the budget and will normally be authorized by the Board at the beginning of the fiscal year. The Director of Schools shall make all routine purchases without further Board authorization. However, the Board shall be promptly informed if any substantial variation from budgeted estimates becomes necessary.

SPECIAL PURCHASES

Special purchases are those which are not routine and which may or may not be specifically identified by line item in the budget. Examples of special purchases are all capital expenditures such as for vehicles, buildings, major contracts, purchases of major equipment, items for long-term use and supplies of an unusual quantity or nature. All purchases in this category shall require specific prior Board approval on an item-by-item basis. In its approval, the Board may place constraints on the Director of Schools requiring Board evaluation and/or approval at various steps in the procurement process. This will be determined by the Board on an individual basis depending on the nature of the procurement action.

EMERGENCY PURCHASES

Emergency purchases are those which are necessary to avert hazards which threaten health or safety, to protect property from damage or to avoid major disruption of educational activities. If within budgetary limits and deemed essential, emergency purchases may be made by the Director of Schools. However, if the purchase is of such significant magnitude as to impact on the integrity of the budget, the Chairman shall call a special or emergency meeting of the Board to deal with the matter. In any event, the Board shall be advised promptly of all emergency purchases.

Purchases made by anyone not authorized by the appropriate officials shall become the personal responsibility of the persons making the purchase agreement. The Board will not, under any
circumstances, be responsible for payment for any material or supplies purchased by unauthorized individuals or in an unprescribed manner.

**PURCHASING AUTHORITY**

The Director of Schools or the Director’s designee shall be authorized to act for the Board in acquiring federal surplus property through the Tennessee General Services Department for surplus property and in entering into agreements, certifications and covenants of compliance concerning the use of federal surplus property.

The Director of Schools is authorized to purchase any needed items through suppliers approved on the state bid list.

**LOCAL PURCHASING**

The Board will purchase locally whenever other conditions are comparable.

**COOPERATIVE PURCHASING**

The Board, at its option, will join in cooperative purchasing with other school systems to take advantage of lower prices for bulk purchasing and to reduce the cost involved in bidding whenever such buying appears to be to the benefit of the system.

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Legal Reference:

1. TCA § 49-2-206(3); TCA § 6-36-115.

Approved as to Legal Form
By Knox County Law Director 1/24/2017
/Gary T. Dupler//Deputy Law Director
Fiscal Management

Knox County Board of Education Policy

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<th>Descriptor Term:</th>
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<td>D-232</td>
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All district purchases are to be made in accordance with the Board approved purchasing policy and in compliance with the Procurement Code of Knox County.

Purchases other than with internal school funds, will be initiated by requisition or other means as specified in the Knox County Purchasing Regulations.

Contracts that bind Knox County are to be submitted to the Board and Knox County Commission for approval and to the Knox County Mayor for signature in compliance with the Procurement Code of Knox County. Any document titled an agreement, contract, memorandum of agreement, or memorandum of understanding is subject to the requirements of this policy.
MANAGEMENT AND ACCOUNTING SYSTEM

The Board authorizes each school to receive activity funds, such as athletic funds, student organization funds, and any other funds belonging to a student group, class, or activity, and other internal school funds, such as athletic gate receipts and school class funds.  

Whatever the source, all internal school funds shall be under the jurisdiction of the Board and under the specific control of the school principal.

Contracts with fund-raising agencies must comply with Board policy and be approved by the school principal.

Each principal is to manage and account for activity funds and other internal school accounts under the principal’s jurisdiction in accordance with the Tennessee Internal School Uniform Accounting Policy Manual (TISUAPM).

FINANCIAL RECORDS

Records of student activity fund and other internal school fund receipts and disbursements, such as those kept in cashbooks and ledger journals, must be maintained in accordance with the TISUAPM.

Any such financial records or papers, which may be destroyed according to the law, shall be disposed of in such a manner as to ensure complete destruction.

INTERNAL CONTROL SYSTEM

Control systems must be in place, at each school, to provide reasonable, but not absolute, assurance that internal school funds are spent and any related inventories are used in accordance with laws, regulations, and policies; internal school funds and related inventories are safeguarded against waste, loss, and misuse; and reliable financial information can be obtained, maintained, and fairly presented and reported.

ANNUAL BUDGETS BY EACH SCHOOL PRINCIPAL

Each principal shall prepare each fiscal year, a budget for the internal school general fund presenting a beginning general fund balance, estimated annual revenues, proposed annual expenditures, and the estimated general fund balance at the end of the fiscal year. For each restricted fund, the principal shall prepare a budget presenting separately each restricted fund’s beginning account balance, estimated annual revenues, proposed annual expenditures, and the estimated restricted account balance at the end of the fiscal year.
As soon as possible after the school year begins, participating students, in consultation with their activity or club sponsors, shall develop and adopt budgets that will be used during the fiscal year to account for their activity or club. Each activity or club sponsor shall submit a copy of the fiscal year budget to the principal to be included in a comprehensive school budget that is submitted to the Board through the Director of School’s office. Each activity or club budget should include a written plan for all fundraising activities, and the appropriate school fundraiser authorization for each event should be obtained as part of the budgeting process.

**DONATIONS, GIFTS, AND BEQUESTS**

The Director of Schools is authorized to accept donations, gifts, and bequests to the district and may designate others to accept donations, gifts, and bequests for particular schools on behalf of the Board. Any donation, gift, or bequest twenty-five thousand dollars ($25,000) or greater shall be reviewed and approved by the Board prior to receipt.

Legally restricted donations or allocations to individual schools must be used in accordance with the stipulations placed on their use by the contributor. Any stipulations governing the use of the funds should be documented in writing by the contributors.

**RECEIPT OF FUNDS**

Schools receive funds from many activities and events, and student activity funds shall be deposited in respective school activity accounts. Most often, this money is handled by one or more persons before it is recorded in the school’s cash receipts journal by the designated school employee. The school principal, however, becomes accountable for the funds when money is initially received by employees, officials, or volunteers acting in their official capacity.

School funds are not considered to include those of organizations composed of parents and teachers or parents and students working in coordination, including, but not limited to, appropriately organized and approved School Support Organizations as described in Policy D-250.

**MONEY COLLECTED FOR THE BOARD**

Money collected from students on behalf of the Board (for example, for Driver’s Education) must be deposited in the school bank account with other school funds and a check written to the Board to transfer the money.

**BONDED EMPLOYEES**

All employees who handle school monies must be bonded in order to indemnify the district against the loss of any funds.

**AUDITS**

An annual audit of all student activity funds and other internal school funds shall be performed by certified public accountants following the end of the fiscal year.
Other periodic reviews of internal school funds may be performed by the district’s Finance Department, as long as those reviews are performed in accordance with the standards established by the Tennessee Comptroller of the Treasury.\(^\text{10}\)

**PETTY CASH**

Individual schools may maintain petty cash funds.\(^\text{11}\)

All petty cash funds established must have prior approval from the Director of Schools or the Director’s designee.

**INVESTMENTS**

School principals may invest excess funds only in insured interest-bearing accounts approved by the Director of Schools or the Director’s designee.\(^\text{12}\)

**PURCHASING**

Section 2-580 of the Procurement Code of Knox County exempts internal school funds, school activity funds, cafeteria funds, and concession funds from the Code and states that these funds shall be governed by procedures contained in the TISUAPM.

All purchases of supplies, materials, equipment, and contractual services at the school level of twenty-five thousand dollars ($25,000) or greater shall be based on three (3) written quotes and approved by the Board unless such purchases were made using pass-through funds collected for that specific purpose (e.g. yearbook expenses, field trip costs, merchandise sales, etc.), or where such purchases were already governed under a Board approved contract or agreement.

Contracts for legal services, educational consultants, and similar services by professional persons or groups of high ethical standards shall not be based upon competitive bids but shall be awarded on the basis of recognized competence and integrity.

No school shall be obligated to pay for any expenditure made by a student or a teacher or by any other employee unless he or she first receives a written purchase order from the proper office or unless prior written permission or arrangements are made with the principal.

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**Legal References:**

1. T.C.A. § 49-2-110(a).
2. T.C.A. § 49-2-110(d).
5. T.C.A. § 49-6-2006(a).
9. T.C.A. § 49-2-112(a); TCA § 6-36-112.

Approved as to Legal Form

By Knox County Law Director 6-26-2019

/Gary T. Dupler/Deputy Law Director
INTRODUCTION

Only a group or organization that has entered into a written cooperative agreement with the Board may use the name, mascot or logo of a school or the school district to solicit or raise money, materials, property, securities, services, or other things of value.

A civic organization not having support of schools as its primary focus operating concessions or parking at school-sponsored events is not a School Support Organization subject to this policy.

REPORTING AND RECORDS

The Director of Schools or the Director’s designee shall annually post a list of organizations that are recognized as School Support Organizations on the school district's web site.

Any forms, annual reports, or financial statements submitted by a School Support Organization shall be open to public inspection as a public record.

PROCEDURES

The Director of Schools shall create procedures to oversee the relationship between the Board and any School Support Organization. These procedures shall include, at a minimum, the following:

1. Any agreement between the Board and a School Support Organization shall be in writing and signed by the principal of the school, the Director of Schools or the Director’s designee and an authorized agent of the School Support Organization seeking authorization. This agreement shall contain, at a minimum, the following provisions:

   a. An agreement to abide by any policies and procedures regarding School Support Organizations; and,

   b. An agreement to indemnify the Board, the Director of Schools and all other agents of the district for the actions of the School Support Organization.

2. Prior to entering into any agreement, a School Support Organization shall submit the following to the Director of Schools or the Director’s designee:

   a. Documentation confirming the School Support Organization’s status as a nonprofit organization, foundation, or a chartered member of a nonprofit organization or foundation.

   b. A written statement of the goals and objectives of the group or organization.
c. The name, address, and telephone number of the principal contact person for the group or organization as well as the telephone number, address, and position of each officer of the group or organization.

d. A copy of the School Support Organization’s written by-laws specifying reasonable procedures for accounting, controlling, and safeguarding any money, materials, property, securities, services, or other things of value collected or disbursed by it.

A School Support Organization shall annually, and not later than the first business day of August, submit a form to the Director of Schools or the Director’s designee which verifies that the information previously provided by the School Support Organization is correct or, if the information is no longer correct, the first business day of August shall be the deadline for any corrections.

Not later than the first business day of August, a School Support Organization shall provide a detailed statement of receipts and disbursements for the organization’s previous fiscal year to the applicable school principal or, if no school principal is applicable, to the Director of Schools or the Director’s designee.

A School Support Organization shall abide by all applicable federal, state and local laws, ordinances and regulations in its activities.

A School Support Organization shall maintain a copy of its charter, bylaws, minutes, and documentation of its recognition as a nonprofit organization.

A School Support Organization shall maintain financial records for a period of at least four (4) years.

A School Support Organization shall operate within the applicable standards and guidelines set by a related state association, if applicable, and shall not promote, encourage or acquiesce in any violation of student or team eligibility requirements, conduct codes or sportsmanship standards.

A School Support Organization’s officers shall ensure that the organization’s funds are safeguarded and are spent only for purposes related to the stated goals and objectives of the organization.

3. A School Support Organization shall obtain the approval of the Director of Schools or the Director’s designee before undertaking any fundraising activity that utilizes any property or facilities owned or operated by the district. The Director of Schools or the Director’s designee shall consider, at a minimum, the following when approving or denying a request by a School Support Organization to engage in a fundraising activity:

a. Whether the fundraising activity, as scheduled, conflicts with the fundraising activity of the school district or an individual school within that district.

b. Whether the fundraising activity is consistent with the goals and mission of the school or school district.\(^2\)
4. A School Support Organization shall provide access to all books, records, and bank account information for the School Support Organization to officials of the local school board, local school principal, or auditors of the office of the comptroller of the treasury upon request.

5. A school representative cannot act as a treasurer or bookkeeper for a School Support Organization, or be a signatory on the checking account of a School Support Organizations. A majority of the voting members of any School Support Organization board should not be composed of school representatives.³

The Director of Schools may enact procedures to suspend or revoke the authorization of any School Support Organization for failure to abide by the policies and procedures regarding School Support Organizations.

CONCESSIONS AND PARKING

The principal of a school may agree to allow an authorized School Support Organization to operate and collect money for a concession stand or parking at a related school academic, arts, athletic, or social event on a school property without the prior approval of the Director of Schools or Director’s designee. Any money payable to the school pursuant to any such agreement with the principal will be considered School Support Organization funds and not student activity funds if the School Support Organization provides the school with the relevant collection documentation required by the student activity funds manual published by the State.⁴

Legal References:

1. TCA § 49-2-605(a).
2. TCA § 49-2-604.
4. TCA § 49-2-606(b).

Approved as to Legal Form
By Knox County Law Director 1/19/2017
/Gary T. Dupler/Deputy Law Director
Section D:
Fiscal Management

Knox County Board of Education Policy

Descriptor Term: Vendor Relations
Descriptor Code: D-260
Issued: 7/95
Reviewed: 1/17
Revised: 3/17

Vendor selection shall be in accordance with the Knox County Purchasing Regulations.

Vendors shall obtain prior written approval from the Director of Schools or the Director’s designee before visiting school facilities and secure the permission of the principal’s office prior to visiting professional staff members. Vendor visitations to schools shall not be permitted to interfere with the normal instructional and learning process.

No person officially connected with or employed by the district will be an agent for or receive any financial compensation or reward of any kind from any vendor for the sale of supplies, materials, equipment or services. However, this shall not preclude a spouse or family member of a principal, teacher or other school administrative employee from participating in business transactions with the school system where a sealed competitive bid system is used; provided, that the principal, teacher or other school administrative employee does not have discretion in the selection of bids or specifications.

Additional information regarding insurance and/or fringe benefit vendors visiting schools may be found in the policies and procedures section of the Knox County Schools website.

Legal Reference:
1. TCA § 49-6-2003.

Approved as to Legal Form
By Knox County Law Director 1/24/2017
/Gary T. Dupler/Deputy Law Director
### GENERAL GRANT MANAGEMENT

T.C.A. §49-2-203(b)(15) grants the power to the Board of Education to apply for and receive grants for educational purposes. It is the policy of the Knox County Board of Education to accept both competitive and formula grant awards that assist the Knox County Schools in meeting the academic needs of students and the district’s strategic goals and objectives via resolutions of the Board of Education.

Typically, a “grant” refers to financial resources that are awarded to the Knox County Schools, or to a department, school or individual within the school district (hereinafter the “grantee”), based upon a request or application for funding. Grant awards are usually designated for specific purposes and are generally accompanied by a statement of terms and conditions that guide the grantee in the use of these funds. The award documentation will frequently include a written description of the approved program, a line-item budget, a statement of the specific terms and conditions of the award, and/or information on how funding under the award can be accessed by the grantee. In accepting the award, the Knox County Board of Education incurs obligations and responsibilities to expend the grant funds in accordance to the stated purposes and conditions of the award.

Before grant funds are requested, regardless of the dollar amount or the type of grant, it must be determined by the Board of Education that the grant will benefit the Knox County Schools, and that it meets all of the following conditions:

1. The grant program and requirements must be aligned with the mission, vision, goals and strategic plan of the Knox County Schools.
2. The grant program and requirements must be consistent with the Improvement Plan, goals and priorities of the individual school or department where the funding will be expended.
3. The grant program and requirements must seek to enhance the quality of instruction, increase the efficacy of student learning, and/or support the effective education of children in Knox County.
4. The grant program and requirements must not carry any conditions that would divert school or district efforts or resources away from the district's mission and strategic priorities.
5. The grant program and requirements must be in compliance with all Board of Education policies and the Knox County Schools administrative procedures.

### GRANT APPLICATIONS

The Knox County Board of Education shall apply for or otherwise request grant funds that the BOE deems beneficial to advancing the educational mission of the Knox County Schools. The Director of Schools will develop administrative procedures and protocols to ensure that applications for grant funding...
submitted to the BOE are appropriate, timely, fair, and in the best interests of the Knox County Schools. Such requests for grants for fifty thousand dollars ($50,000.00) or less may be approved both as to application and receipt, by a resolution of the Board of Education with all such grants listed.

FORMULA OR “ENTITLEMENT” GRANTS

Applications for major formula grants, such as the funds the Knox County Schools annually request from the federal government under the Elementary and Secondary Schools Act (ESEA) and the Individuals with Disabilities Education Act (IDEA), will be developed by the specified grant manager in collaboration with the KCS curriculum and instruction, accountability, and finance departments. The formula grant manager shall develop these grant applications in a timely manner, so as to allow the Board of Education to act upon the request prior to its submission to state and federal authorities.

In instances where such grant application time line may preclude or limit the ability of the Board of Education to act within a deadline imposed by the grant provisions, the Executive Committee of the Board of Education shall have authority to make the application. Upon an award of the grant by the grantor, it may not be accepted or funds obligated until the Board of Education approves receipt of the grant and the budget for the grant by resolution.

RECEIPT OF GRANT AWARDS

The Knox County Board of Education shall approve and have the sole authority to accept receipt of grant awards.

Grant awards must be approved by the Board of Education and the Knox County Commission before the district or other grantee may accept and obligate funds under the award.

Once the Board of Education accepts the award, the Director of Schools will have the decision-making authority to manage the award in accordance with the terms and conditions of the executed agreement. The Director of Schools will establish procedures for the administration and management of all grant awards and report same to the BOE.

Any Knox County Schools employee who applies for a grant in any amount must follow the administrative procedures pertaining to grants management. Any questions about these procedures should be referred to the Knox County Schools grant manager.

Approved as to Legal Form
By Knox County Law Director 6/23/2015
/David L. Buuck/Chief Deputy Law Director
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.
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) Evacuation Routes and Drills
(2) Opening and closing classroom and building doors
(3) Conduct and observation of regulatory and statutorily required drills, and after action reporting
(4) Providing assistance to younger students and students with disabilities
(5) Checking unused rooms, toilets, etc. to see that all students are out of the building
(6) Reporting and removing safety hazards
(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.
Section E: Risk Management

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 assessed 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.

Approved as to Legal Form

By Knox County Law Director 6/23/2015

/David L. Buuck/Chief Deputy Law Director
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.
Section E:

Business Management

Knox County Board of Education Policy

Descriptor Term: Traffic and Parking Controls

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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 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.² 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;³

- 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.⁴ 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 RETENTION 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.7

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 Schools8;

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.9
5. All bus drivers shall satisfactorily complete an annual physical examination.3

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. When feasible, 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.

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.4

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.
Section E:

Business Management

Knox County Board of Education Policy

Descriptor Term: Agreement for Pupil Transportation Services

Descriptor Code: E-172

Issued: 7/95

Reviewed: 3/17

Revised: 5/17

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.

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¹ Out of state trips may require additional provisions.
² Privately-owned school buses and drivers of such shall meet all requirements of state law and Tennessee State Board Rules, Regulations, and Minimum Standards.
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
Section E: Business Management

Knox County Board of Education Policy

Descriptor Term: Food Service Management

Descriptor Code: E-190

Issued: 7/95

Reviewed: 3/17

Revised: 5/17

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:

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
The Board shall authorize the construction of a sufficient number of school buildings to meet the demands of present and future enrollments. Plans shall include simplicity of design, sound economics, low long-range maintenance costs, low insurance rates, high educational utility, and flexibility.

The Board establishes these broad goals for development of new facilities:

1. To base size, capacity and educational specifications for facilities on site/area specific program requirements in accordance with the capital priorities established by the Board;

2. To be economically efficient in the design of facilities with particular attention paid to meeting student needs and long-term maintenance implications;

3. To design school buildings in accordance with grade level program standards.

4. To design school buildings, which may be easily upgraded and/or expanded, for maximum years of use.

5. Consider current and/or state of the art design, construction, operational, and environmental practices as well as technological innovation as appropriate and feasible.
Facilities include all structures, real property and campus environs subject to the oversight of the Board.

Alterations, modifications and/or additions to facilities that are required to be permitted by state or local authorities having jurisdiction must be approved by the Board before work may begin.

All alterations, modifications and/or additions must meet applicable codes of authorities having jurisdiction and Board standards.

Projects, which are financed by sources outside the school system, must be fully funded and unencumbered by debt and must have a detailed plan for funding before submitting the request for final approval by the Board.

Religious symbols and statements should not be included in the design and construction of any structure on school grounds.

Structures on school property become the sole possession of the Knox County Board of Education.

Legal Reference:

1. T.C.A. § 49-6-2006(a).

Approved as to Legal Form
Knox County Law Director 2/21/2017
/Gary T. Dupler/Deputy Law Director
The Knox County Schools shall provide funds for appropriate athletic facilities in the following situations:

1. When building new high school facilities.

2. During major renovation of existing high school facilities.

3. For replacement due to condemnation, safety factors, or catastrophic loss.

4. When the facility is at the end of useful life.

New and renovated facilities must meet applicable codes of authorities having jurisdiction and Board standards. Facilities which are financed by sources outside the school system, must be fully funded and unencumbered by debt and must have a detailed plan for funding before submitting the request for final approval by the Board. The Board must approve all projects prior to the start of construction.
As populations mature or shift, school buildings and campuses may no longer be needed and may be repurposed or returned to Knox County for the benefit of the public. The Board will be guided by the following when determining whether to retire facilities:

1. The ability of building to support a modern and flexible educational program;
2. The building’s proximity to the population served;
3. The building’s enrollment capacity;
4. The cost of upkeep and maintenance;
5. The ability to economically modify the physical structure to meet current building codes.

The Board will seek professional advice, either internal or external to the Knox County Schools, before making a final decision regarding the retirement of a school facility.

When it is anticipated that a school facility will no longer be needed for instructional purposes, the Director of Schools shall determine if there is a long term requirement for the facility to be used to address other school system needs. If there is not, the Director shall recommend to the Board that the facility be (1) leased to another agency or (2) declared surplus and turned over to county general government for disposal. Facilities that may be under-utilized or unused shall not be allowed to become derelict and shall be maintained in an appropriate state of repair until such time as they can be restored to full use or returned to the county general government. If the structure is determined to have historical or architectural significance, the Director of Schools shall notify preservation organizations of the Board’s action to surplus the facility.
The Board of Education shall approve the name of all the Knox County Schools facilities or portions of facilities.

The naming of schools or portions of a facility shall conform to the following conventions:

1. A high school will generally be named according to the area in which the building is located, except when such naming would not be applicable or appropriate.

2. Discrete portions of school facilities such as laboratories, auditoriums, libraries, gymnasiums, stadiums, athletic facilities, or individual buildings may be named with the approval of the Board of Education.

While this policy shall not prohibit the naming of school facilities for individuals or organizations associated with not-for-profit, for-profit, governmental, or educational entities, in no case shall such naming promote the commercial or monetary interests of said individual or organization.
ARCHITECT SELECTION

Believing that several separate architects or architectural firms will produce a wider range of experience and talent which should result in development of better or more efficient plans, the Director of Schools shall recommend one or more qualified architects or firms to be assigned to building projects after a review and evaluation of their qualifications.

Based upon the Director of Schools' recommendation(s), the Board shall consider an architect's contract. It shall be the responsibility of the School Board to approve the contract with the architect. Architectural fees shall be fixed, not to exceed the Tennessee State fee schedule.

Contracted architectural services shall conform to the most current version AIA B101 entitled Standard Form of Agreement Between Owner and Architect.

ENGINEER SELECTION

The architectural firm contracted for specific projects shall select any engineers or engineering firms which may be required to support design and construction of the project.

SITE SELECTION

Site selection shall be the result of analysis of Metropolitan Planning Commission information and consideration of such factors as population centers, transportation routes, accessibility to utilities and community input.

EQUIPMENT AND FURNITURE SELECTION

The selection of furniture, fixtures and equipment (FF&E) shall be based on grade level program standards and as determined by facility specific requirements.

FINANCIAL METHODS

Construction of school facilities may be financed by state capital outlay funds, the issuance of bond indebtedness/limitations as established by the Knox County Commission, capitalized leases and local tax revenues.

PROJECT DELIVERY METHOD

1. Outside Agency
2. Design, Bid, Build Process
Capital planning is an endeavor that combines art and science in an effort to address current and projected capital needs while allowing enough flexibility to address unforeseen issues as they may arise. To guide the development of the annual capital plan, the Board will periodically establish capital planning priorities to identify areas for additional longer term analysis and for the commitment of capital resources.

The goal of the annual capital plan is to identify and forecast the need for long-term resources to help ensure a safe, healthy, and inviting learning environment in all schools. The plan addresses two facilities functions;

1) Major new construction needs, and

2) Maintenance and upgrades to existing facilities.

During the annual capital planning process, a needs assessment shall be completed by the Director of Schools or his or her designee to determine the design parameters for each newly proposed project. The parameters will be developed using the established grade level program standards.

Building use and condition are two primary criteria driving capital decisions. Use reflects the capacity of the school building with respect to current enrollment and projected growth as well as educational programming. Building condition simply defines the physical state of the school structure in terms of needed repair and deferred maintenance. Economics, Functionality, and Zoning Implications are additional factors to be carefully considered for new construction and capital investment.
Focused and responsive human resources activities are essential in achieving the goals and objectives of the Board. The primary human resource goals and objectives include:

1. Ensuring the best qualified personnel are recruited and employed;

2. Administering compensation, benefits and training in a manner that maximizes recruiting and retention of highly effective employees;

3. Fostering an atmosphere and expectation of superior customer service in all human resource activities;

4. Administering and supporting a system of constructive personnel performance evaluations focused on continuous improvement and professional growth for all employees;

5. Ensuring personnel are recruited, hired, assigned, developed, promoted and evaluated so their skills are used to the maximum benefit of students.
The Board of Education believes that a meaningful interest-based dialogue with professional educators is a productive and constructive means to solve problems and enhance the quality of education in the Knox County Schools. Further, the Board values the strong collaborative relationship that it has traditionally enjoyed with the teachers in our school system. Therefore, the School Board embraces and supports the process of Collaborative Conferencing required in Tennessee under the Professional Educators Collaborative Conferencing Act (PECCA).¹

The Board of Education shall engage in the process of Collaborative Conferencing with the duly authorized teacher representative organization(s) and comprehensively meet its responsibilities and obligations under PECCA.

Legal Reference:

¹ T.C.A. § 49-5-601.
IN-SERVICE EDUCATION

In-service education is a program of planned activities designed to increase the competencies needed by all personnel in the performance of their responsibilities. Competencies are defined as the knowledge, skills, and attitudes which enable personnel to perform their tasks with maximum effectiveness.\(^1\)

ADMINISTRATIVE AND SUPERVISORY EMPLOYEES

These employees shall show evidence of continual professional growth by attendance at in-service programs, seminars, and institutes, studying professional literature, meeting with other professionals for discussion and otherwise keeping abreast of research in methodology and curriculum as it relates to a student's learning.

Each principal and administrator with less than fifteen (15) years of experience as a principal, supervisor, or other administrator shall be required to attend the Tennessee Academy for School Leaders for 72 hours every five (5) years.\(^2\)

PROFESSIONAL EMPLOYEES

A system-wide in-service committee, composed of membership from a cross-section of other personnel, shall assess system-wide needs, establish priorities, develop objectives, design activities, and evaluate the in-service program.\(^1\)

Unscheduled in-service credit shall not be given while performing duties which are required as part of regular teaching assignments or for activities identified in the Tennessee State Department of Education's in-service guidelines as inappropriate. Individuals who miss in-service activities without prior approval of the Director of Schools shall have their last salary payment adjusted to compensate for the day(s) missed.

SUPPORT PERSONNEL

The immediate supervisor shall be responsible for providing in-service trainings. Absences to attend meetings relating to the employee's job description may be granted by the Director of Schools without loss of pay to the employee.

The staff development program must be designed to improve student learning. The models may include:

1) schools focusing on learning; 2) district and building administrators working with staff to clarify goals and expectations through the School Improvement Plan; 3) focusing on changes in curricular, instructional, and assessment practices with improved student learning as the goal; and 4) provides adequate appropriate training experiences at the school level and system level, with fellow assistance from
curriculum generalists, specialists, and content area supervisors to help incorporate the new teacher
learning into an ongoing practice.

Professional development opportunities for educators will help shape organizational cultures to promote
high student performance and learning so that they can meet the challenge of tomorrow's world and
workplace.

Staff development programs and activities shall reflect the National Standards for Staff Development and
shall reflect the needs identified in school improvement plans.

The Board may pay expenses of selected personnel who participate in the training sessions conducted by
the State Department of Education.

The Director of Schools shall involve central office personnel and staff development trainers in
developing the system-wide staff development program and schedule and shall recommend it to the Board
for approval.

Legal References:

1. State Department of Education Guidelines for Planning Approval In-service Education Activities, 1997; T.C.A. § 49-6-3004(c)(1).
2. T.C.A. § 49-5-5703(a).
DEFINITIONS

Complaint: A complaint is a request for remedy or redress of a situation brought by an employee in regard to Board policy and any instances which do not meet the definition of a “grievance.”

Grievance: A grievance is a request for the remedy or redress of a situation brought by an employee for which state or federal statute or regulation supplies a means of addressing the same with the employee’s employer through a formal grievance process.

COMPLAINTS

The Board of Education believes that disagreements arising in the course of employment should be resolved as quickly as possible and at the lowest supervisory level.

In instances of questions by an individual staff member concerning the adherence to policies and procedures, administrative practices within his or her particular school, and relationships with other employees, the staff member concerned must consult the administrative or supervisory personnel to whom he or she reports. If a satisfactory resolution of the problem cannot be reached after ample opportunity for consideration of the matter, the staff member concerned may discuss the matter with the next level of supervision up to and including the Director of Schools.

In instances where an individual staff member feels he or she cannot discuss a problem with an immediate superior, the staff member may take the problem to the next level of supervision.

Should it become necessary, the Director of Schools may review a complaint and take action and within a prompt, reasonable time shall notify all parties concerned of any decisions made regarding the complaint.

GRIEVANCES

Grievances concerning employment statutes related to harassment, equal employment opportunity, or medical accommodations should be addressed as provided for in Board policies C-190 (Complaints under the Americans With Disabilities Act) and G-220 (Harassment of Employees).

Teachers or principals may submit a grievance regarding the accuracy of performance evaluation data and/or the adherence to the performance evaluation policies adopted by the State Board of Education. Any grievance of this nature shall be addressed as provided for in a procedure developed by the Director of Schools which will comport with regulatory guidance adopted by the State Board of Education establishing the local board of education as the final appeal authority in this matter.
If the Board Chair determines that a document submitted to the School Board as a performance evaluation grievance appeal does not meet the definition of a grievance outlined above, the Chair shall be empowered to inform the grievant that the Board will not hear the appeal.

Legal References:
1. T.C.A. § 49-1-302.
2. Tennessee State Board of Education Policy 5.201 Teacher and Principal Evaluation Policy.

Approved as to Legal Form 6/5/2017
By Knox County Law Director
/Gary T. Dupler/Deputy Law Director
Whenever a complaint about an employee is made to the Board of Education as a whole or to a Board member as an individual, it will be referred to the Director of Schools for review, investigation and/or action as may be appropriate. The employee involved shall be advised of the nature of the complaint and given opportunity for explanation, comment, and presentation of the facts as he or she sees them.

If, after such procedure is followed, there is still a question or complaint, the matter shall then be referred in writing to the Board, which shall determine whether it will hear the individual or group.

Individuals or groups desiring to speak to the Board shall follow the same procedures as outlined in board policy dealing with public participation at board meetings.
The relationship between staff (i.e. any individual employed by the Knox County Schools, any student teacher, volunteer, or employee of a contractor), and students should be one of learning cooperation, understanding and mutual respect. The staff has the responsibility to provide an atmosphere conducive to learning and to motivate each student to perform to his or her capacity.

Staff members shall use good judgment in their relationships with students beyond their work responsibilities and/or outside the school setting and shall avoid excessive informal and social involvement with individual students. Romantic, amorous or sexual relationships, and romantic, amorous or sexual comments or communications in any form between employees and students are strictly prohibited. This includes unprofessional and inappropriate communication.

Examples of unprofessional and inappropriate communications include, but are not limited to:

1. employees fraternizing or communicating with students in a peer to peer or unduly familiar manner;
2. writing personal letters, e-mailing, texting, contacting through social media, or calling student on their cell phones about subject matter that is beyond the scope of their professional relationship;
3. sending suggestive, lewd or indecent pictures or images to students;
4. discussing or revealing to students inappropriate aspects of private lives or inviting students to do the same; being overly familiar, and
5. engaging in unnecessary and/or non-curricular dialogue concerning topics of a sexual nature.

Employees must guard against associations with students that are outside the normal scope of employment and appropriate educator/student relationship. Employees engaging in such inappropriate conduct will be subject to disciplinary action, up to and including dismissal. Any extenuating circumstances will be dealt with on an individual basis by the supervisor and/or superintendent.

Employees who have reason to believe that another employee is inappropriately involved with a student, as described above, are obligated to report this information to their principal, supervisor or a human resources supervisor.
COMMUNITY ACTIVITIES

Employees have a right to express their views on any issue, but must in each case make clear that the view expressed is their own personal opinion.

POLITICAL ACTIVITIES

Employees may, on their own time, campaign for or against any candidate or referendum, but they shall not use the classroom or system position for political forum nor engage in any political promotion or solicitation during school hours. Employees who do not comply with these requirements shall be subject to disciplinary action.

Any employee who intends to campaign for an elective public office which infringes upon a contracted agreement shall present a proposed solution to the Board for consideration. The essential element to be determined by the Board is whether the activities proposed by the employee are consistent with his services to the school system and the best interests of education. 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.
Employees of the Board shall not engage in, or have a financial interest in, any activity that raises a reasonable question of conflict of interest with their duties and responsibilities as members of the school staff. This includes but is not limited to the following:

1. School employees may not purchase for sale to students any goods or equipment or render any service to the school system on a commission basis;

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

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

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

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

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

Legal Reference:

SOCIAL MEDIA

Social media has become an increasingly important part of the District’s ability to communicate with families, students, staff and the community. The purpose of this policy is to guide District employees in navigating the appropriate professional, educational and private use of social media as a communication and learning tool.

- The District provides internal password-protected social media tools and allows use of district approved resources for eLearning and research focused on communication, collaboration and creativity. These sites are limited to the educational community and are internal to KCS.
- Public online social media platforms include websites, blogs, wikis, social networks, online forums, virtual worlds and any other interactive social media generally available to the public on the internet (e.g. Facebook, Twitter, LinkedIn, Instagram, YouTube, etc.).

EMPLOYEES

The use of social media should be designed to reasonably support instructional, educational or extracurricular programs under the direct supervision of building administration. KCS employees will be held accountable for the content of the communications they post on social media sites.

Professional Use of Social Media

- All KCS policies that apply to in-person professional interactions apply equally to online professional activities.
- Creation of a school-based social media account requires prior authorization from a KCS building-level supervisor.
- A District employee shall be designated as the account manager of an authorized social media account. Students over the age of 13 who have obtained parental permission may be given access privileges to post under the supervision of a district employee. (Parents and/or community members should not be the designated account managers.) For group pages, multiple account managers or "account administrators" are recommended. Any security, log-in credentials, or passwords for such accounts must be shared with the account manager’s building-level supervisor.
- Employees using social media for professional purposes do not have expectation of privacy with regard to their use of such media. KCS supervisors, or their designees, will regularly monitor professional social media accounts to protect the school community.
- Employees are responsible for protecting confidential information, including, but not limited to compliance with Family Educational Privacy Rights Act (FERPA).1 No personally identifiable information, including tagging the student, may be posted on professional social media sites, including photographs and videos of students, without consent of the students’ parents/guardians.
“Tagging” is the practice of identifying a user in the context of a comment or photo. Security settings should be set to ensure that a professional profile cannot be tagged by other users and that only authorized people can post as an administrator of the page.

- Employees have an individual responsibility to understand the rules of the social media being used and act to ensure the safety of students.
- Employees are responsible for reporting use of social media not in accordance with KCS policy to building administration.
- When using professional social media accounts or digital communication tools to connect and communicate with students and/or families, KCS staff should always comply with all Board of Education policies including, but not limited to:
  
  - Civility Code (B-230)
  - Staff-Student Relations (G-140)
  - Staff-Community Relations (G-150)
  - Use of Copyrighted Materials (I-230)
  - Harassment of Students (J-210)
  - Harassment, Intimidation, and Bullying or Cyber-bullying (J-211)
  - Student Publications (J-470)

- Close surveillance of any professional social media page is recommended to ensure that any undesired content is discovered and addressed promptly.
- The Director of Schools may suspend or remove an account that does not adhere to KCS policy.

**Personal Use of Social Media**

- The District recognizes personal use of public online social media is left to the discretion of each employee.
- Employees shall not directly communicate with individual students who are currently enrolled in KCS schools via personal social media accounts with the exception of a relative. If employees receive a request from a current student to connect or communicate through a personal social media account, they should refuse the request.
- Employees shall not tag other District employees, District volunteers, vendors or contractors without prior permission of the individuals being tagged.
- The posting or disclosure of personally identifiable student information or confidential information via personal social media sites is prohibited.
- Employees are prohibited from using the district or school logo in any personal posting and should not conduct school business on personal sites without written permission from Knox County Schools.

**Legal Reference:**

1. 20 U.S.C. § 1232g; 34 C.F.R. Part 99
GIFTS

Employees of the Board shall not accept gifts from students unless the gifts are of token value only.

Individual employees of the Board will refrain from giving gifts to staff members who exercise administrative or supervisory jurisdiction over them, either directly or indirectly. The collection of money for group gifts is discouraged except in special circumstances such as bereavement, serious illness, or for mementos at retirement.

Employees are prohibited from accepting things of material value from individuals, companies or organizations doing business with the school system. Exceptions to this policy are the acceptance of minor items which are generally distributed to all by the companies through public relations programs.

SOLICITATIONS

No organization may solicit funds from employees within the schools. Flyers and other materials related to fund drives shall not be distributed through the schools without the written approval of the Director of Schools.

Employees will not be made responsible for the collection of any money or the distribution of any fund drive literature within the schools unless such activity has the Director of Schools' written approval.
The Director of Schools or his designee(s) is authorized to maintain personnel records and to permit
inspection of the same. The following personnel records shall be maintained in the personnel file for all
employees as appropriate:

1. Employee applications;¹
2. Professional certificates and other documents required by state and federal laws and regulations;²
3. Evaluations and supporting documentation;
4. Commendations awarded by the Board of Education, Director of Schools, Supervisor or any state
   or national professional organization.
5. United States Citizenship and Immigration Services Form I-9.³
6. Disciplinary action, as appropriate and any response from the employee.

The following guidelines shall be followed:

1. Information contained in the personnel file shall be limited to job-related matters;
2. The Director of Schools shall be responsible for notifying all employees of the types of records
   kept and uses made of such records;
3. Employees shall be granted an opportunity to respond in writing to material placed in records;
4. Employee records are public records, except for matters deemed confidential by law, and shall be
   open for inspection during regular business hours;⁴ The individual making the request for records
   shall present a photo ID before any records are made available.
5. In accordance with federal law, the district shall release information regarding the professional
   qualifications and degrees of teachers and the qualifications of paraprofessionals to parents upon
   request for any teacher or paraprofessional who is employed by a school receiving Title I funds
   and who provides instruction to their child at that school.⁵
6. A record of the person inspecting and the date of inspection shall be kept and the employee shall
   be notified; and
7. Copies of records may be made under rules determined by the Director of Schools.⁶
Legal References:

4. T.C.A. § 49-2-301(f)(28); T.C.A. § 10-7-503—504.
6. T.C.A. § 10-7-506; T.C.A. 49-2-301(f)(29); T.C.A. § 8-5-108.

Approved as to Legal Form
By Knox County Law Director 4/20/2017
/Gary T. Dupler/Deputy Law Director
Upon appropriate written authorization, the Board shall make deductions approved by the Board from the salary of the employee. Authorization must be made on forms provided by the Board and filed in the office of the Director of Schools.

An employee may apply for a change or terminate any salary deduction upon written notification to the Board except for those required by federal, state or local law. Certain deductions may only be terminated during the open enrollment period or upon a qualifying event.

Payroll deductions not associated with political activities are subject to collaborative conferencing.¹

Legal Reference:

1. T.C.A. § 49-5-608(a)(7).

Approved as to Legal Form 4/20/2017
By Knox County Law Director
/Gary T. Dupler/Deputy Law Director
The Board of Education believes the instructional programs of the Knox County Schools should foster recognition of individual freedom and social responsibility, inspire meaningful awareness of and respect for the Constitution and laws of the United States and the State of Tennessee and instill appreciation of the values of individual personality. These democratic values can best be taught in an atmosphere which is based upon freedom of thought, inquiry and study.

It is necessary to teachers and students to explore controversial issues while training for effective citizenship. Teachers and students have the right to accomplish this exploration without fear of unfair or inconsiderate criticism. Approval of instructional materials and curriculum shall be subject to the requirements set forth in the Board Policies governing Instructional Goals and Objectives.

Academic freedom within the confines of state law, board policy and the state approved local curriculum is guaranteed to teachers in order to create an atmosphere of freedom in the classroom. This permits students to raise questions dealing with critical issues of the time and produces an environment conducive to the study, investigation, presentation, and interpretation of facts.

Both teachers and students should respect minority opinions and recognize that reasonable compromise is often an important part of decision-making in our society. Competent instruction provides an atmosphere free from bias and prejudice while considering controversial issues. Students are allowed to form and express their own positions opinions and be guided to do so in ways that foster respect, understanding, and the development of responsible citizenship.

The teacher is responsible for exercising good judgment in selecting language and subject matter that is age appropriate with students.

Cross References:


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

1. The Knox County Board of Education is committed to a safe working environment, to making adequate provisions for the safety and health of its employees at their place of employment, and to the safety and health of the students we serve as well as the general public. The Knox County Board of Education regards its personnel as individuals as well as employees. Therefore, the Board believes that alcoholism and drug addiction are illnesses and should be treated as such. The Board further believes that employees who develop alcoholism or other drug addictions can be helped to recover and should be offered appropriate assistance. It is in the best interest of the employee and the Board that when alcoholism or drug addiction is present, it should be diagnosed and treated at the earliest possible date. Confidential treatment of the diagnosis and recovery process for alcoholism or drug addiction is essential.

2. The Knox County Board of Education recognizes that substance abuse in our nation and our community exacts staggering costs in both human and economic terms. Substance abuse can be reasonably expected to produce impaired job performance, lost productivity, absenteeism, accidents, wasted materials, lowered morale, rising health care costs, and diminished interpersonal relationship skills. The Knox County Board of Education and its employees share a commitment to create and maintain a drug-free workplace.

3. The Knox County Board of Education is responsible for the instruction and well-being of the students entrusted to its care. The Board declares that the use of illegal drugs, the abuse of alcohol, and the misuse of prescription drugs are unacceptable.

4. Provisions of the Federal Anti-Drug Act, 41 U.S.C.A. § 702, require federal grant recipients to establish a drug-free workplace. Employees must be provided with a statement notifying them of the prohibitions pertaining to controlled substances, consequences of violations, and compliance with the drug-free policy as a condition of employment. Employers must inform employees of drug-free requirements through an awareness program.

POLICY GOALS AND OBJECTIVES

1. To establish, promote, and maintain a safe, healthy working and learning environment for employees and students.

2. To aid the affected employee in locating a rehabilitation program for employees with a self-admitted or detected substance abuse problem.

3. To promote the reputation of the Knox County School System and its employees as responsible citizens of public trust and employment.
4. To eliminate substance abuse problems in the workplace.

5. To aid in the reduction of absenteeism, tardiness and apathetic job performance.

6. To provide a clear standard of job performance for Knox County Schools employees.

7. To provide a consistent model of substance-free behavior for students.

**PRE-EMPLOYMENT TESTING**

In the furtherance of achieving the Knox County Board of Education's goals and objectives as enumerated above, all applicants being considered for employment positions identified by the Knox County Board of Education as being safety-sensitive shall be required to submit to a urinalysis test for the detection of the illegal use of drugs, as part of the currently required post-offer, pre-employment physical. Applicants for positions which require testing shall be given a copy of this Policy in advance of the post-offer, pre-employment physical.

Applicants must acknowledge having read or had this Policy explained to them and should understand that as a condition of employment they are subject to its contents. Applicants shall sign an acknowledgment prior to substance screening, permitting the summary result to be transmitted to the Medical Review Officer (MRO) and the Executive Director of Human Resources. An applicant refusing to complete any part of the drug testing procedure shall not be considered a valid candidate for employment with the Knox County Board of Education, and such will be considered as a withdrawal of the individual's application for employment. The applicant shall not be permitted to reapply for employment with the Knox County Board of Education for at least twelve (12) months and not until the applicant shows proof of successful completion of a drug rehabilitation program or proof that the applicant has otherwise rehabilitated successfully and is no longer engaging in illegal drug use.

If substance screening shows a confirmed positive result for which there is no current physician's prescription, a second confirming test may be requested by the MRO. If the first or any requested second confirming test is positive, any job offer shall be revoked.

The Knox County Board of Education has several positions which are considered safety sensitive. In general, these are positions where a single mistake by an employee can create an immediate threat of serious harm to students and fellow employees.

Safety-sensitive positions requiring post-offer, pre-employment drug testing are: principal, assistant principal, teacher, traveling teacher, teacher aide, substitute teacher, school secretary, school security officer and school bus driver. The procedure for testing these positions is contained on page 7 of this Policy. Individuals applying for other positions shall not be required to submit to a post-offer, pre-employment substance screen.

**EMPLOYEE CONDUCT**

Substance abuse is the misuse or illicit use of alcohol, drugs, or controlled substances, including but not limited to marijuana, heroin, or cocaine.

1. Illegal drugs
(1) Employees shall not engage in the illegal use of drugs at any time, and such use will not be tolerated. Further, employees on duty, or on Knox County Board of Education property, or in attendance at system-approved or school-related functions will not manufacture, distribute, dispense, possess, or use illegal drugs or drug paraphernalia, nor will they be under the influence of such drugs.

(2) An employee convicted of any criminal drug law shall notify the Knox County Schools Executive Director of Human Resources no later than five (5) days after such conviction. Within thirty (30) days after receiving notice of a conviction, Knox County Schools will take appropriate disciplinary action and/or refer the employee to an appropriate substance abuse rehabilitation program.

(3) Failure of the employee to report the conviction within the time prescribed will lead to disciplinary action up to and including discharge. Convictions of a criminal drug law can result in disciplinary action up to and including discharge. In determining whether and to what extent an employee will be disciplined or discharged for the conviction of a criminal drug law, the Board will consider the following factors: the degree to which the nature of the criminal offense reduces the Knox County Board of Education's ability to maintain a safe working environment; the degree to which the nature of the criminal offense unreasonably endangers the safety of other employees and/or students; the degree to which the conviction unreasonably undermines the public confidence in the Knox County Board of Education's operations; the nature of the criminal offense; the nature of the employee's job with the Knox County Board of Education; the existence of any explanatory or mitigating facts or circumstances; whether the employee promptly reports the conviction; and any other facts relevant to the employee, including but not limited to years of service and record of performance with the Knox County Board of Education.

2. Alcohol and Drugs

Alcohol, prescription drugs, and over-the-counter drugs are legal and readily available. These drugs, when abused over time or used in combination with one another, can result in chemical dependency or poly-drug addiction. Employees shall conduct themselves in a manner consistent with the following provisions:

(1) Employees on duty, or on Knox County Board of Education property, or in attendance at system-approved or school-related functions must not be under any degree of intoxication or odor from alcohol. Employees shall not manufacture, sell, or use alcoholic beverages or possess open alcoholic beverage containers while on duty, or on Knox County Board of Education property, or in attendance at system-approved or school-related functions.

(2) Employees on duty shall not use or take prescription drugs above the level recommended by the prescribing physician and shall not use prescribed drugs for purposes other than those for which they are intended. Employees shall not dispense such drugs except as provided in Board Policy J-352.

(3) An employee convicted of any criminal drug law involving the use of alcohol, prescription drugs, or over-the-counter drugs shall notify the Knox County Schools Executive Director of Human Resources no later than five (5) days after such conviction. Within thirty (30) days after receiving notice of a conviction, Knox County Schools will take appropriate disciplinary action and/or refer the employee to an appropriate substance abuse rehabilitation program.
(4) Failure of the employee to report the conviction within the time prescribed will lead to disciplinary action up to and including discharge. Convictions of a criminal drug law involving the use of alcohol, prescription drugs, or over-the-counter drugs can result in disciplinary action up to and including discharge. In determining whether and to what extent an employee will be disciplined or discharged for the conviction of a criminal drug law involving the use of alcohol, prescription drugs, or over-the-counter drugs, the Board will consider the following factors: the degree to which the nature of the criminal offense reduces the Knox County Board of Education's ability to maintain a safe working environment; the degree to which the nature of the criminal offense unreasonably endangers the safety of other employees and/or students; the degree to which the conviction unreasonably undermines the public confidence in the Knox County Board of Education's operations; the nature of the criminal offense; the nature of the employee's job with the Knox County Board of Education; the existence of any explanatory or mitigating facts or circumstances; whether the employee promptly reports the conviction; and any other facts relevant to the employee, including but not limited to years of service and record of performance with the Knox County Board of Education.

PHYSICAL EXAMINATION/SCREENING BASED UPON REASONABLE SUSPICION

Whenever the Knox County Board of Education, through its Executive Director of Human Resources or his/her authorized designee, and/or the MRO, reasonably suspects that an employee's work performance or on-the-job behavior may have been affected in any way by illegal drugs or alcohol or that an employee has otherwise violated the Knox County Board of Education Drug-Free Workplace Substance Abuse Policy, the employee may be required to submit a breath and/or urine sample for drug and alcohol testing. When a supervisor observes or is notified of behaviors or events that lead the supervisor to believe that the employee is in violation of the Drug-Free Workplace Substance Abuse Policy, the supervisor shall notify the Executive Director of Human Resources.

An employee who is required to submit to drug/alcohol testing based upon reasonable suspicion and refuses shall be charged with insubordination, and necessary procedures will be taken to terminate the employee in accordance with Board Policy, state law, and the Charters of Knox County, Tennessee, and the City of Knoxville, where applicable.

An employee who tests positive on a reasonable suspicion test will be in violation of this Policy. Violation of this Policy shall constitute grounds for termination in accordance with Board Policy, state law, and the Charters of Knox County, Tennessee, and the City of Knoxville, where applicable.

The Knox County Schools Executive Director of Human Resources or his/her authorized designee, or the MRO are the only individuals in the Knox County School System authorized to make the determination that reasonable suspicion or cause exists to order a drug screen and are the only individuals who may order an employee to submit to a drug screen.

Two types of cases for which reasonable suspicion procedures may be invoked are:

1. Chronic Case

Deteriorating job performance or changes in personal traits characteristics where the use of alcohol or drugs may be reasonably suspected as the cause.

2. Acute Case
Appearing in a specific incident or observation to then be under the present influence of alcohol and/or
drugs or investigation of an accident where the use of alcohol or drugs is reasonably suspected to be a
contributing cause.

Circumstances under which substance screening may be considered, in either the chronic or acute cases,
include but are not limited to the following:

(1) Observed use, possession, or sale of illegal drugs and/or use, possession, sale, or abuse of alcohol
and/or the illegal use or sale of prescription drugs.

(2) Apparent physical state of impairment of motor functions.

(3) Marked changes in personal behavior not attributable to other factors.

(4) Employee involvement in or contribution to an accident where the use of alcohol or drugs is
reasonably suspected or employee involvement in a pattern of repetitive accidents, whether or not
they involve actual or potential injury.

(5) Violations of criminal drug law statutes involving the use of illegal drugs, alcohol, or prescription
drugs and/or violations of drug statutes.

The circumstances, under which substance screening may be considered, as outlined above, are strictly
limited in time and place to employee conduct on duty or during work hours, or on or in Knox County
Board of Education property, or at school system-approved or school-related functions.

Prior to substance screening, employees must sign an acknowledgment that the summary result will be
transmitted to the MRO and the Knox County Schools Executive Director of Human Resources.

Drug and/or alcohol screening shall be conducted by Board approved, independent, certified laboratories
utilizing recognized techniques and procedures, more specifically described in the Drug and Alcohol
Abuse Testing Procedures contained in this Policy at page 7. A breath analysis test will be performed by
a certified Breath Alcohol Technician.

PROMOTION AND TRANSFER TESTING

When an employee applies for a position through the Knox County Board of Education's selection process
for a job that has been identified by the Knox County Board of Education as being a safety-sensitive
position, the employee shall be subject to drug testing in accordance with the procedures contained in this
Policy before the employee will be considered a valid candidate for that job opening. An employee who
tests positive for illegal drugs on a promotion/transfer test will no longer be considered an applicant for
that position. Such employee will also be in violation of this Policy. Violation of this Policy will constitute
grounds for immediate termination in accordance with Board Policy, state law, and the Charters for Knox
County, Tennessee, and the City of Knoxville, where applicable.

An employee may withdraw the application for the position at any time up until the employee is scheduled
for promotion/transfer testing. Once an employee is scheduled for promotion/transfer testing, if that
employee refuses to submit to the test, he/she will be disqualified for consideration for the position and
will be considered as being insubordinate and subject to discipline. Under no circumstances shall this
employee be considered as a viable candidate for any future openings in this classification until the
employee has signed a release for drug testing.
RETURN TO DUTY TESTING

An employee who has been given the opportunity to undergo rehabilitation for drugs will, as a condition of returning to duty, be required to agree to a reasonable follow-up testing established by the Executive Director of Human Resources. The extent and duration of the follow-up testing will depend upon the safety or security nature of the employee's position and the nature and extent of the employee's substance abuse problem. The Executive Director of Human Resources is to review the conditions of continued employment with the employee prior to the employee's returning to work. Any such condition for continued employment shall be given to the employee in writing. The Executive Director of Human Resources may consult with the employee's rehabilitation program in determining an appropriate follow-up testing program, including the frequency of any substance screening contained in a follow-up testing program. In no instance shall such screening be ordered by the Executive Director of Human Resources more than one (1) time within a seventy-two (72) hour period.

Any employee subject to return to duty testing that has a confirmed positive drug test shall be in violation of this Policy. Violation of this Policy shall constitute grounds for immediate termination in accordance with Board Policy, state law, and the Charters for Knox County, Tennessee, and the City of Knoxville, where applicable.

REHABILITATION

The Knox County Board of Education recognizes that chemical dependency is an illness that may be successfully treated.

1. It is the policy of the Knox County Schools, where possible, in addition to appropriate personnel action, to refer for rehabilitation an employee with a self-admitted or detected drug or alcohol problem.

2. Employees seeking medical attention for chemical dependency shall be entitled to benefits to the extent covered under the Knox County Schools group medical insurance plans, if they have chosen to be covered by said plans.

3. For employees enrolled in a formal treatment/rehabilitation program, Knox County Schools may grant sick leave and then annual leave until the same are exhausted and then may grant leave without pay not to exceed one (1) year.

4. The cost of the drug rehabilitation or treatment provider shall be borne by the employee and/or the employee's insurance provider.

The Knox County Board of Education strongly encourages employees using illegal drugs or alcohol to voluntarily refer themselves to a treatment program. A voluntary referral is defined as one that occurs prior to any positive test for illegal drugs under this Policy or prior to any other violation of this Policy, including a criminal conviction of that individual on a drug related offense. Employees are not subject to disciplinary action for voluntary referral to rehabilitation, even where rehabilitation is for the use of illegal drugs or alcohol.
DISCIPLINARY ACTION

1. Employees in violation of the provisions of this Policy shall be subject to disciplinary action up to and including termination.

2. The fact that an employee has been referred for assistance and his/her willingness or ability to rehabilitate are appropriate considerations as to what, if any, disciplinary action may be taken.

CONFIDENTIALITY

Records that pertain to the Knox County Board of Education employee required substance screens are recognized to be private and sensitive records. They shall be maintained by the MRO in a secure fashion to insure confidentiality and privacy and be disclosed to the Executive Director of Human Resources only to the extent necessary to address any work-related safety risks occasioned by either the drug or alcohol use. The Executive Director of Human Resources shall maintain any such records in a secure fashion to insure confidentiality and privacy. Medical records, and information relating directly thereto, shall be maintained in accordance with provisions of Tennessee law and used with the highest regard for employee privacy consistent with law and the purpose of achieving and maintaining a drug-free workplace. All personnel records and information regarding referral, evaluation, substance screen results, and treatment shall be maintained in a confidential manner and no entries concerning such shall be placed in an employee's personnel file.

DRUG AND ALCOHOL ABUSE TESTING PROCEDURES

1. Purpose

The purpose of this procedure is to establish guidelines to be followed in the drug/alcohol testing of external applicants for safety-sensitive positions with the Knox County Board of Education as well as Knox County Board of Education employees.

2. Program Responsibility

The Knox County Board of Education Executive Director of Human Resources has the overall responsibility for this program.

3. Designation of Medical Review Officer

The Knox County Board of Education will designate a Medical Review Officer (MRO). The Medical Review Officer will be responsible for reviewing the results of drug tests before they are reported to the Knox County Board of Education's Executive Director of Human Resources; reviewing and interpreting each confirmed positive test to determine if there is an alternative medical explanation for the positive; conducting an interview with the individual testing positive; reviewing the individual's medical history and medical records made available to the individual to determine if the positive result was caused by legally prescribed medication; requiring a retest of the original specimen if the MRO deems it necessary; and verifying that the laboratory report and the specimen are correct. The MRO is expected to follow the Medical Review Officer Manual published by the U.S. Department of Health and Human Services for tests conducted under this Policy.

If the MRO determines that there is a legitimate medical explanation for the positive test other than the use of a prohibited drug, the MRO will conclude that the test is negative and will not take any further
action. If the MRO concludes that a particular test is scientifically insufficient, the MRO will conclude that the test is negative for that individual. If the MRO determines that there is no legitimate explanation for the positive test other than use of a prohibited drug, the MRO will communicate the test results as a positive to the Executive Director of Human Resources. The results of negative tests will be communicated by the MRO to the Executive Director of Human Resources.

4. Designation of Laboratory

The Knox County Board of Education will designate a laboratory to perform the testing on specimens submitted. The laboratory will be responsible for performing the required drug test in accordance with applicable Federal Department of Transportation (DOT) Procedures for Transportation Workplace Testing Programs, 49 C.F.R. Part 40 and, more specifically, as contained in this Policy. The laboratory will also be responsible for properly handling specimens for alcohol testing. The laboratory is a Substance Abuse and Mental Health Services Administration (SAMHSA) certified lab approved for DOT drug testing.

5. Authorization for Testing

When the person reports to the collection site, the drug and/or alcohol screening procedure will be explained and the person will be asked to assist completing any necessary forms. All persons subject to testing for any reason shall be asked to sign the necessary authorization forms which will allow the test to be performed and for the information to be provided to the MRO and the Executive Director of Human Resources about the required drug and/or alcohol test.

6. Specimen Retention

The retention of specimens for possible future analysis is the responsibility of designated laboratory. The laboratory will retain all specimens for a minimum period of one (1) week. At such time, negative specimens will be discarded. Positive specimens will be resealed and retained in a separate and secure area for a minimum of one (1) year. Within this one (1) year period, the person tested, the MRO, or the Executive Director of Human Resources can request in writing that the laboratory retain the sample for an additional reasonable period specified in the request. If no proper written request is received within the one (1) year period, the sample may be discarded.

Any transfer of the original specimen to another laboratory for reconfirmation of positive results will follow the chain of custody procedures described in the regulations contained in 49 C.F.R. Part 40.

7. Notification and Administrative Processing of Positive Results

All analytical results, negative and positive, will be reported by the laboratory to the MRO within an average of five (5) days after receiving the specimens. The MRO will review the individual's medical history, questionnaire, relevant bio-medical information, and interview the person to determine if there is any satisfactory explanation for the positive result. The MRO may conduct an additional medical interview with the individual and may require the original specimen to be reanalyzed if necessary.

The MRO will advise the Executive Director of Human Resources of any positive test results on external applicants where alcohol and drug testing has been required and where, in the view of the MRO, there is not legitimate medical explanation for the confirmed positive test result other than the unauthorized use of an illegal drug.
The MRO will advise the Executive Director of Human Resources of any positive drug or alcohol test results on employees that were done for any reason in order that proper disciplinary actions can be coordinated and will advise the Executive Director of Human Resources of negative test results.

8. Record Retention – Confidentiality

Records of drug tests results are recognized to be private and sensitive records, which will be maintained in a secure fashion to ensure confidentiality. Records showing an employee passed a drug test will be kept for at least one (1) year. Records showing that an employee failed a drug test, the type of test (e.g., reasonable suspicion), the functions of the employee, the illegal drug(s) used by the employee, and the disposition of each employee will be kept for at least five (5) years. These records, or any of them, may be maintained by the MRO or at the Executive Director of Human Resources' discretion for an indefinite period of time beyond the above specified minimums.

Information regarding an individual's drug testing results are confidential and will be released by the MRO and the Executive Director of Human Resources only upon the written consent of the individual, except that results may be released and relied upon by the Knox County Board of Education in any administrative or court action by the employee involving the drug test or any discipline resulting from a violation of this Policy, including employment and court proceedings.

9. General Drug Testing Procedures

(1) Test Methods and Cutoff Levels

The initial test performed on the urine at the laboratory will be the Enzyme-Multiplied Immunooassay Technique (EMIT) screen which will be used to eliminate negative urine samples from further consideration. All specimens identified as positive on the initial test shall be confirmed using gas chromatography/mass spectrometry (GC/MS) techniques at the cutoff values listed below. Tests will screen for the drugs listed below. The cutoff levels (positive tests) will be in accordance with Department of Transportation (DOT) Procedures for Transportation Workplace Drug Testing Programs 49 CFR Part 40 or Tennessee Department of Labor and Workforce Development Drug Free Workplace Program, which are incorporated herein by reference.

(2) Collections of Specimens

Specimens will be collected in accordance with Department of Transportation (DOT) Procedures for Transportation Workplace Drug Testing Programs 49 CFR Part 40 which are incorporated herein by reference, with the exceptions as noted in this Policy. At least 30 ml of urine will be required to complete the test, or the test will be rejected and must be reperformed.

The designated collection site shall have an enclosure within which private urination can occur, a toilet for completion of urination, and a source of water for washing hands.

Procedures for collecting urine specimens shall allow individual privacy unless there is reason to believe that a particular individual may alter or substitute the specimen as specified in 49 C.F.R. §40.25. Examples of reasonable cause to believe a specimen will be altered or substituted include: the presentation of a urine specimen that falls outside the normal temperature range (90.0 deg. F - 100.0 deg. F); presentation of a specimen with a specific gravity of less than 1.0003 and a creatinine concentration below
.2g/l; presentation of a specimen which contains the presence of adulterants; observation of conduct clearly indicating an attempt to substitute or adulterate the sample.

The designated laboratory will follow the DOT Procedures for preparation for testing, chain of custody, security, privacy, integrity, and identify of specimen, and any necessary transportation to a laboratory. See 49 C.F.R. Part 40 §40.23 and 40.25. The person submitting specimens will complete the urine custody and control forms as required by the designated laboratory. A copy of "Drug Testing Custody and Control Form" is contained in Appendix A to this Policy.

10. General Alcohol Testing Procedure

A Certified Breath Alcohol Technician who is an employee of the Knox County School System will be requested to perform and be responsible for administering a breath analysis test. If the breath analysis test is positive, a second breath analysis test may be taken. If a test is to be made for drugs, this specimen will be taken at the same time that the alcohol specimen is taken but will be processed as a separate specimen.

(1) Collection of Specimen

Procedures for taking the urine specimen, in the event of a positive breath analysis for alcohol assay, will follow the same procedures as outlined in Part 10 above for the drug specimen and the specimen will be tightly sealed immediately to avoid loss of volatile constituents.

(2) Test Methods and Levels

The breath analysis test level to be considered positive will be a .08 which would lead to a confirming test.

The alcohol urine assay will be an EMIT screening followed by a confirmatory gas chromatography test on positive screens. Either test will be considered positive if the results are .08 or more.

11. Specific Testing Procedures

(1) Pre-Employment/Post Job Offer

Interested individuals are made aware of the requirements of drug testing for a specific position prior to submitting an application for the position. Pre-employment drug and alcohol testing will be required for the designated safety-sensitive positions. Applicants will be given an offer of employment prior to the test. Employment is contingent upon passing the test.

Applicants for positions which require drug and alcohol testing shall report to the designated collection site within forty-eight (48) hours after receiving written notification by the Knox County Board of Education's Executive Director of Human Resources of the time and date to report. The designated laboratory is responsible for gathering the medical history of the applicant and will take the urine sample(s).

All applicants will be furnished a copy of the Drug Free Workplace Substance Abuse Policy in advance of the drug testing and alcohol testing and will have the screening procedure explained to them.
Applicants will be asked to sign an authorization for the tests which will release the MRO to disclose the results of the drug and alcohol test to the Executive Director of Human Resources. In the event an applicant refuses to execute the appropriate authorization or to submit to the drug and alcohol tests, the designated laboratory will suspend the procedures at that point and refer the applicant to the Executive Director of Human Resources.

The MRO will review the analytical results of the drug and alcohol tests, the individual's medical history questionnaire, and relevant biomedical information and interview the applicant, either by phone or in person, to determine whether there is any satisfactory explanation for a positive result. The MRO may conduct an additional medical interview with the individual and may require the original specimen to be reanalyzed if necessary. The MRO will advise the Executive Director of Human Resources of any positive test results where there is not a legitimate explanation for the positive test.

The MRO will advise the applicant that he or she has tested positive and, if requested, will allow the applicant a reasonable period, not to exceed three (3) days, to provide additional medical evidence of a proper prescription for the drug(s) which caused the positive test.

Nothing herein shall be construed as requiring the MRO or the Executive Director of Human Resources to disclose to the applicant the drug(s) for which the applicant tested positive. Rather, it is the duty of the applicant to disclose to the MRO and, upon request, to provide the MRO with evidence of all drugs taken by prescription.

In the event of a positive test where there is not a legitimate medical explanation, the Executive Director of Human Resources will advise the applicant in accordance with the Drug-Free Workplace Substance Abuse Policy of the conditions that must be met before the individual could again be considered for employment with the Knox County Board of Education.

The designated safety-sensitive positions subject to testing are: principal, assistant principal, teacher, traveling teacher, teacher aide, substitute teacher, school secretary, and school bus driver.

(2) Reasonable Suspicion Testing

This testing will be conducted for any employee whenever the Knox County Board of Education, through the Executive Director of Human Resources, or someone authorized in his/her absence, and/or the MRO suspects that there is a violation of the Knox County Board of Education Drug-Free Workplace Substance Abuse Policy. The guidelines for determining reasonable suspicion, as noted above, will be followed.

Once the determination has been made that an employee is to be tested based upon reasonable suspicion, the Executive Director of Human Resources should then transport the employee to the collection site or make other appropriate arrangements for transportation. The collection site personnel should be notified that the reason for testing is reasonable suspicion.

Upon arriving at the collection site, the employee will be asked to sign a release for testing and to assist in completing the necessary forms for testing. After the employee has signed the necessary releases for testing, then the standard procedures for drug and alcohol testing should be followed by the collection site personnel.
Once the procedure has been completed, the employee should be transported back to the Executive Director of Human Resources' office where the employee will be placed on administrative leave with pay until the results of the tests are available and given instructions to call the Executive Director of Human Resources each workday, before the normal reporting time for that employee, for further instructions.

If the employee refuses to sign the release or refuses to be tested by the designated laboratory, the employee should be advised that refusal under Board Policy is insubordination. If the employee continues to refuse, the employee should be transported back to the Executive Director of Human Resources' office. The Executive Director of Human Resources will place the employee on administrative leave with pay with instructions to call his/her office before the normal reporting time for that employee on the following workday.

If the Executive Director of Human Resources feels that the employee is in no condition to operate a vehicle, then the employee should be transported home. Under no circumstances should the employee be allowed to drive, and if the employee insists, the Executive Director of Human Resources should tell the employee that if he/she gets in a vehicle to drive that he/she will call the police or the Sheriff's Department and give them the location, license plate number, etc.

In the event of positive test results, the MRO will contact the Executive Director of Human Resources who will then review other records of the employee and contact the Knox County Law Director to work out proper disciplinary procedures, if any, in accordance with Board Policy, state law, and the Charters of Knox County, Tennessee, and City of Knoxville, where applicable.

(3) Promotion and Transfer Testing

Once an employee has applied for a safety-sensitive position within the Knox County Board of Education that requires drug and alcohol testing and has successfully completed the written and skills testing being administered for that job, then the employee is considered as one of the qualified applicants for the position and will be subject to the drug and alcohol testing procedures. Up to this point an applicant can withdraw from consideration for the position without sanctions.

The Executive Director of Human Resources will notify the employee on the day the testing is to be accomplished as to the time for the employee to be at the designated collection site. Since this testing will be done before or after the employee's normal working hours, the employee must be contacted before the end of that employee's shift. Employees should be tested as soon after their shift as possible.

Once the employee has been scheduled for testing, if the employee refuses to be tested, the employee will be considered insubordinate and subject to disciplinary procedures. If an employee has been notified to go for testing and fails to show up for the test, this will be considered the same as refusal to test unless a medical emergency or accident prevents the employee from testing, in which case credible documentation will be required that substantiates the reason for being absent from the testing. If in the sole discretion of the Executive Director of Human Resources the employee is allowed to be tested at a later date, the above procedure will be repeated. In no case will an employee be allowed more than one (1) opportunity to be rescheduled for testing.

Employees who refuse to be tested or who do not appear for testing and do not have a documented credible reason for being absent from the testing time will be subject to disciplinary procedures and will cease to be considered a viable candidate for the current position and for any future
position openings in this classification until the employee has signed a release for drug testing at
the time of submitting any future applications for this classification.

The collection site personnel should notify the Executive Director of Human Resources in the
event an employee refuses to test or does not show for testing.

In the event of positive test results, the MRO will contact the Executive Director of Human
Resources who will then review other records of the employee and contact the Knox County Law
Director to work out proper disciplinary procedures, if any, in accordance with Board Policy, state
law, and the Charters of Knox County, Tennessee, and the City of Knoxville, where applicable.

(4) Return to Duty Testing

This testing will apply when an employee who has been given an opportunity for rehabilitation
for drugs and/or alcohol is returned to duty. Prior to the employee coming back on the job, the
employee must be examined by the MRO and a drug and/or alcohol test done which shows
negative results. The Executive Director of Human Resources may consult with the MRO and the
rehabilitation program officials to determine an appropriate follow-up testing program following
Board policy and prepare a follow-up program which will include, among other things, the
appropriate period for testing as determined. This Agreement must be signed by the employee
before the employee is allowed to return to the job.

All testing done as a result of the above conditions will be conducted in accordance with the
procedures contained herein for drug testing.

In the event of positive test results, the MRO will contact the Executive Director of Human
Resources who will contact the Knox County Law Director to work out disciplinary procedures,
if any, in accordance with Board Policy, state law, and the Charters of Knox County, Tennessee,
and the City of Knoxville, where applicable.

(5) Changes to Procedures

This procedure may be amended from time to time to facilitate changes in the Knox County Board
of Education’s Drug Free Workplace Substance Abuse Policy as necessary.

DEFINITIONS AS USED IN THIS POLICY

1. "Illegal use of drugs" means the use of drugs, the possession or distribution of which is unlawful under
the Controlled Substances Act (21 U.S.C.A. §812). Such term does not include the use of a drug taken
under the supervision by a licensed health care professional or other uses authorized by the Controlled
Substances Act.

2. "Drug" or "illegal drug" means a controlled substance as defined in Schedules I through V of Section
202 of the Controlled Substances Act.

3. "Conviction" means a finding of guilt, including a plea of no-contest, or imposition of sentence, or
both, by any judicial body charged with the responsibility to determine violations of the federal or
state criminal drug statutes.
4. "Criminal Drug Law" means a federal or non-federal criminal statute involving the manufacture, distribution, dispensing, possession, or use of any controlled substance.

NOTE: ALL REFERENCED DOCUMENTS IN THIS POLICY ARE AVAILABLE FOR INSPECTION IN THE OFFICE OF THE EXECUTIVE DIRECTOR OF HUMAN RESOURCES, KNOX COUNTY BOARD OF EDUCATION.
The Knox County Board of Education recognizes that smoking represents a health and safety hazard which has serious consequences for the smoker and the nonsmoker. The Board also recognizes that all staff members should serve as positive role models for our students. In order to protect our students, staff, visitors, and guests of the schools from an environment that may be harmful to them, and in compliance with Public Chapter 410, known as the "Non-Smoker Protection Act," the Board of Education prohibits smoking by all staff, students, visitors, and guests on all school property, in all school buildings, and in all school vehicles (including schools, offices, warehouses, sport complexes, and other facilities, as well as vehicles owned by the Board).

Smoking is not allowed in any form at any time inside any school building or anywhere on school property.
For the purpose of this policy, "Smoking" will mean all uses of tobacco (including all "smokeless" and chewing tobacco products), cigars, cigarettes, pipes, imitation tobacco products, and electronic cigarettes. Employees are prohibited from possessing tobacco products on school property that are visible to others.

This policy on smoking shall be communicated to all existing employees and to all prospective employees upon their application of employment.¹

"No Smoking" signs shall be clearly and conspicuously posted at every entrance to every public place where smoking is prohibited.²

Legal References:
1. TCA § 39-17-1803
2. TCA § 39-17-1805
The Knox County Board of Education complies with Tennessee state law in requiring background checks for Knox County Schools' employees. As such, prior to employment, and at least every five (5) years thereafter, any person applying for or holding a position as a teacher or any other position requiring proximity to school children anywhere in the Knox County Schools (KCS) must:

Agree to the release of all investigative records to the Board/KCS for examination for the purpose of verifying the accuracy of criminal violation information; and

Supply a fingerprint sample and submit to a criminal history records check to be conducted by the Tennessee Bureau of Investigation (TBI) and the Federal Bureau of Investigation (FBI).¹

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Legal Reference:

1. T.C.A. § 49-5-413.

Approved as to Legal Form 8/28/2018
By Knox County Law Director
/Gary T. Dupler/Deputy Law Director
Knox County Schools does not discriminate in its programs or employment practices nor does it tolerate harassment for any reason including, but not limited to, harassment on the basis of age, actual or perceived gender, sexual orientation, national origin, disability, religion, race, color, genetics, veteran status or any other federally identified protected area. Harassment by any employee will not be tolerated. Harassment is defined as conduct, advances, gestures or words of a nature which:

1. Unreasonably interfere with an individual's work or performance;
2. Create an intimidating, hostile or offensive work environment;
3. Imply that submission to such conduct is made an explicit or implicit term of employment;
4. Imply that submission to or rejection of such conduct will be used as a basis for an employment decision affecting the harassed employee.¹

Victims of harassment should report these conditions to the appropriate school administrator, the Executive Director of Human Resources, or the Office of the Director of Schools. No reprisals or retaliation shall occur as a result of good faith reporting of charges of harassment and effort will be made to maintain confidentiality.

In determining whether alleged conduct constitutes harassment, all of the circumstances, including the nature of the conduct and the context in which the alleged conduct occurred, will be investigated. The Director of Schools and/or the Director’s designee shall be responsible for investigating all complaints of harassment. If satisfactory resolution of any complaint is not reached, the complainant may refer the matter to the Board.

Any employee found to have engaged in harassment shall be subject to sanctions, including, but not limited to, warning, suspension, or termination.

Legal Reference:

¹ Title 7, 1964 Civil Rights.
No employee of the Knox County Schools shall be discharged, terminated, or otherwise discriminated against with respect to compensation, terms, conditions, privileges of employment solely for refusing to participate in, or refusing to remain silent about, illegal activities. Illegal activities means activities that are in violation of criminal or civil code, either state or federal, or any regulation intended to protect the public health, safety, or welfare.

Any employee terminated or discriminated against in violation of T.C.A. 50-1-304 shall have a cause of action against the employer and any other damages to which the employee may be entitled.2

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Legal References:

2. T.C.A. § 49-50-1401.
“Certified Employee” is any employee who holds a license issued by the Tennessee Department of Education or who credentialed to teach in the Junior Reserve Officer Training Corps by a branch of the U.S. Armed Forces.¹

“Classified Employee” is any employee whose employment does not require a license issued by the Tennessee Department of Education.

"Professional employee" means any person employed by the Board of Education in a position that requires a license issued by the state department of education for service in public elementary and secondary schools, but for the purposes of collaborative conferencing shall not include any member of the management team or a retired teacher employed as a teacher.²

"Management team" means employees who devote a majority of their time to the system-wide area or areas of professional personnel management, fiscal affairs or general management and includes principals, assistant principals, supervisors and others whose principle responsibilities are administration rather than teaching.³

A "Supervisor" is any employee of the Board of Education whose full-time job responsibilities consist of oversight of other employees or curriculum development or both.⁴

Legal References:

2. T.C.A. § 49-5-602(8).

Approved as to Legal Form 4/20/2017
By Knox County Law Director
/Gary T. Dupler/Deputy Law Director
Upon employment, all certified personnel must enter into a contract with the Board at a fixed salary before assuming any duties.¹

The Director of Schools shall establish the salary structure for all positions within the school system and shall recommend such to the Board for its approval.²

Salaries of all employees, including substitute and supplemental pay, shall be paid by the Board. No payment to any employee for service performed on behalf of the school system shall be made from any source other than the Board.³

Contracts of professional personnel shall include two-hundred (200) days of responsibility, plus twenty (20) days for each additional month assigned by the Board. Each contract shall provide:⁴

1. A minimum of one hundred and eighty (180) working days;
2. A minimum of five (5) days for in-service education;
3. One (1) day for parent-teacher conferences;
4. Ten (10) vacation days; and
5. Four (4) days as designated by the Board.⁴

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

Salaries and supplements may be paid from revenue derived from sources other than taxes, provided the revenue is deposited with and salaries paid through the Board. This includes donations or contributions from individual, civic or other non-school related sources of funds from individual school activity funds, such as gate receipts and concessions.¹⁵

Legal References:

2. T.C.A. § 49-5-402.
3. T.C.A. § 49-3-306; TCA § 49-5-709; T.C.A. § 49-2-203(a)(1).
4. T.C.A. § 49-6-3004.
5. T.C.A. § 49-6-2006; Tennessee Internal School Financial Management Manual, Section 5, Title 2 and Section 5, Title 5.

Approved as to Legal Form 4/20/2017
By Knox County Law Director
/Gary T. Dupler/Deputy Law Director
Section G: Human Resources

Knox County Board of Education Policy

Descriptor Term: Utilization of Career Level Educators

Descriptor Code: G-250

Issued: 7/95
Reviewed: 3/17
Revised: 5/08

The Director of Schools shall be responsible for developing a plan for utilizing Career Level educators beyond their regular responsibilities, and to ensure that local responsibilities are exercised.

All Career Level employees shall perform the duties approved by the Board and consistent with state law and state policy. Responsibilities of Career Level educators who are working additional months shall be over and above the responsibilities which they ordinarily have under a ten (10) month contract.

Each employee assigned additional work under the Career Ladder program shall work under the supervision of a person designated by the Director of Schools. If more than one employee is working on the project, one may be designated by the Director of Schools as project director responsible for supervising the other employees in the program.

Current 11- or 12-month teachers who become Level II or III educators or administrators and supervisors who become Level II or III educators shall be eligible for the meritorious portion of the supplement provided through the Comprehensive Education Reform Act.

Legal References:
1. T.C.A. § 49-5-5209.
2. T.C.A. § 49-5-5206; T.C.A. § 49-5-5207; T.C.A. § 49-5-5208; T.C.A. § 49-5-5209; T.C.A. § 49-5-5304; T.C.A. § 49-5-5305; T.C.A. § 49-5-5306; T.C.A. § 49-5-5404; T.C.A. § 49-5-5405; T.C.A. § 49-5-5406; T.C.A. § 49-5-5408; T.C.A. § 49-5-5506; T.C.A. § 49-5-5504; T.C.A. § 49-5-5505.
Annually, the Director of Schools shall be responsible for conducting a needs assessment to determine the focus of extended contract activities. The needs assessment shall be conducted by an extended contract committee, which shall advise on or certify to the need for specific programs served through extended contracts. The committees shall consist of teachers and administrators, Career Level III and II teachers where possible, as determined by the Board.¹

Extended contract opportunities shall be available to all educators, provided Career Level III and II educators are given priority of opportunity.¹

The Director of Schools shall be responsible for devising a plan for Board approval consistent with the needs assessment. The plan shall include as a minimum:

1. A description of each program and a discussion of the benefits of the program as required by state law;¹

2. Time frames within which the program(s) will be operated;¹

3. The number of students who will benefit from the program;

4. A list of additional duties which may be assigned to Career Level educators at each Career Level;

5. The number and special qualifications of employees desired for each program; and

6. Local costs to be involved in the program.

Legal Reference:

1. T.C.A. § 49-5-5209.
INTENT

The Board of Education supports the concept of strategic compensation and believes that a well designed system of strategic compensation can significantly enhance student educational outcomes. Strategic compensation aligns district programs, classroom instruction and compensation systems with the goals of increasing educator effectiveness and maximizing student achievement. It incent certain actions or activities and rewards specific desired outcomes.

Strategic compensation may entail pay, benefits, direct and indirect compensation, immediate and deferred compensation, and other monetary or non-monetary incentives.

IMPLEMENTATION

The Director of Schools shall be responsible for developing, implementing and maintaining a strategic compensation system that is aligned with the goals and objectives of the district’s strategic plan. The Board of Education will provide conceptual approval for the strategic compensation system.

The Director of Schools shall regularly review and may make operational amendments as necessary to ensure that the individual elements of the system are having the desired strategic effect.
Section G: Human Resources

Knox County Board of Education Policy

Descriptor Term: Qualifications and Duties of Teachers
Descriptor Code: G-280
Issued: 7/95
Reviewed: 3/17
Revised: 6/17

QUALIFICATIONS

All teachers shall be licensed in accordance with state law and the regulations of the Tennessee State Department of Education. Such license shall be on file in the office of the Director of Schools prior to beginning employment.\(^1\)

It is the responsibility of the employee to secure a certificate and to maintain its validity.\(^2\) When a teacher’s contract must be terminated because the teachers’ certificate has lapsed or otherwise become invalid, the Director of Schools shall immediately suspend the teacher without pay pending disposition of the matter. The teacher shall be notified of the reason for the suspension and given an opportunity for a hearing before the Board.

All teachers shall demonstrate competency based on the current job assignment and performance standards as outlined in the appropriate state model for local evaluation.

DUTIES

In addition to duties specified in other policies and applicable law, teachers shall be responsible for the following duties:

1. To give full, willing and helpful cooperation in carrying out all reasonable instructions or extra assignments which are given by the principal before, after and during the school day.

2. To give instruction to the students in the areas assigned by the Board, Director of Schools and principal.

3. To record accurately the number of students present and absent each day in the manner prescribed by the Board, Director of Schools and principal.

4. To follow state and local course of study, to follow rules and regulations of the state and policies of the local Board, and to follow school rules and policies established by the principal.

5. To maintain cordial relationships with the home, parent(s) and community.

6. To keep parent(s) duly informed of the child’s progress and hold conferences with parent(s) when necessary.

7. To report immediately to the Tennessee Department of Children’s Services when one knows or reasonably suspects that a child’s health or welfare has been or appears to have been harmed as a result of abuse or neglect.\(^3\) After the Department of Children’s Services referral has been made, the school principal or other school administrator(s) should be notified of the referral.
8. To perform such other duties as may be assigned by the principal.

9. To establish and maintain satisfactory, respectful working relationships within the school environment.

Legal References:

1. TCA § 49-5-101; TCA § 49-5-403; TRR/MS 0520-1-2-.03(1).
2. TRR/MS 0520-2-3-.01(1)(a).
3. TCA § 37-1-403.

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

**Knox County Board of Education Policy**  

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**EQUAL OPPORTUNITY EMPLOYMENT**

Opportunity for employment, as well as continuation and advancement in employment, shall be afforded equally to members of all races, creeds, colors, sexes, religions, ages, national origins, and individuals with disabilities or veteran status with regard only for qualifications for the positions involved.  

An individual desiring a position with the Board shall make application via method approved by the Director of Schools. Knowingly falsifying information shall be sufficient grounds for termination of employment and shall also constitute a Class A misdemeanor which must be reported to the District Attorney General for prosecution. In a continuing effort to further ensure the safety and welfare of students and staff, the district shall require criminal history records checks for all prospective employees.

Information shall be verified by fingerprint and criminal history records check conducted by the Tennessee Bureau of Investigation or other sources as needed. Any costs incurred in conducting such investigations of applicants shall be paid by the individual.

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

**PROFESSIONAL EMPLOYEES RECRUITMENT**

The authorization of funding for all school system positions rests with the Board. The Director of Schools shall have the authority to organize the Central Office as deemed necessary consistent with law, policy and within budget. Personnel employment and staffing structure shall be within the discretion of the Director of Schools.

The Director of Schools is responsible for the development of a program for the recruitment of professional personnel.

Identification of personnel needs shall be the responsibility of the Director of Schools, supervisors and building principal. Effort shall be made to include a diversity of academic and professional experience, age, ethnic backgrounds, race and sex as reflected in the Knox County community.

**APPLICATION**

The application must include official transcripts of all credits earned at the colleges or universities attended along with reference information from persons such as previous employers, college professors and supervisors of student teachers. Other information shall include whether such applicant has been dismissed for cause from any previous employment. If previously employed by a local Board of
Education, the applicant shall provide evidence of resignation with the possibility of rehire.\(^6\)

Other than those individuals assigned to the Knox County Schools pool of substitute teachers, no person employed to teach shall be employed who does not hold a valid license to teach from the State Board of Education.\(^7\)

No person shall be employed:

1. Who does not present a physician's certificate showing a satisfactory health record or has any contagious or communicable disease in such form that might endanger the health of school children;\(^8\)

2. Who advocates the overthrow of the American form of government or who is a member of a political party which advocates the overthrow of the American form of government;\(^9\)

3. Who refuses to take and subscribe to an oath or affirmation to support the Constitution of the State of Tennessee and of the United States of America;\(^10\)

4. Who fails to make a full disclosure of any prior criminal record and any prior dismissals from employment for cause.\(^11\)

5. Whose background screening check produces information indicating that the individual may be a safety or security risk with regard to the position for which they have applied.

6. Is not in compliance with the Immigration Reform and Control Act of 1986;\(^12\) and

7. Who does not meet established drug screening criteria.

**RECOMMENDATION**

After checking references and receiving written recommendations, the Director of Schools shall authorize the hiring and assignment of qualified applicants.\(^13\)

**ORIENTATION**

All certified staff members new to the school system shall be engaged in a new teacher orientation program during the in-service training period prior to the beginning of the school year.

**TEMPORARY REPLACEMENTS**

Vacancies occurring after the first day of instruction at the beginning of each school year will be filled as temporary replacements for the remainder of the school year.

Said positions will be filled at the discretion of the Director of Schools in such a manner as to cause the least disruption in the educational process for students and as quickly as possible to ensure a continuous function of the position. Exceptions may be made for special assignments upon the recommendation of the Director of Schools. Persons filling temporary positions shall have no expectation of continued employment.\(^14\)
Legal References:

2. Public Law 101-336; 42 U.S.C § 12101, et seq.
4. T.C.A. § 49-5-406 (a)(1)(A); T.C.A. § 49-5-413.
5. T.C.A. § 49-2-301.
8. T.C.A. § 49-5-404; TRR/MS § 0520-1-3-.08(2)(f).
13. T.C.A. § 49-2-301(f).

Approved as to Legal Form 8/25/2017
By Knox County Law Director
/Gary T. Dupler/Deputy Law Director
The Director of Schools shall make every attempt to assign personnel to the various schools by the last date of principal's contract preceding the school year for which such persons are employed while allowing each principal to assign more specific responsibilities within each school.¹

Assignment of employees will be made by the Director of Schools. The assignment will be determined by the applicant's training, experience, ability to perform the duties of the position, and in the best interest of the school system.

Extra assignments for which supplements are provided may not be relinquished in part by the employee without agreement by the Director of Schools.

Legal References:

Job-sharing is defined as two certified, teachers sharing one full-time teaching position.

Job-sharing is a flexible means of combining the talents and energies of two certified employees to work in one full-time position. No job-sharing agreement shall hinder the educational services for Knox County students or interfere with the normal operation of any participating school.

Two teachers wishing to participate in job-sharing shall submit a written plan to the building level principal. The plan shall include details for coordinating the procedures for sharing the duties and responsibilities inherent to the job of a classroom teacher. All job-sharing proposals must be presented to the building level principal no later than the first Monday in March of the year preceding implementation of the program.

Job-sharing teachers must possess a valid Tennessee professional license and both partners must be certified and endorsed in the academic area(s) appropriate for the job-sharing assignment. Teachers applying for consideration to participate in job-sharing must hold professional license status with the Tennessee Board of Education. Teachers who are retired from the Knox County Schools are eligible for job sharing. Teachers who retire and are approved to job share must be evaluated using the TEAM framework if they teach for 100 days or more.

Job-sharing teachers may seek to return to a full-time position at their school site after one year of job-sharing. Job-sharing proposals must be resubmitted and reviewed on an annual basis with no implied automatic continuation.

Should either job share partner take a leave of absence, resign, be promoted, or otherwise leave the job share program, the remaining partner shall become the full-time teacher for that position, unless another job sharing partner is approved by the principal and the Executive Director of Human Resources.
Knox County Schools supports employees who wish to take coursework that is relevant to the employee seeking certification and/or additional endorsement in an approved critical needs subject area. In keeping with this philosophy, Knox County Schools has established a tuition assistance program for expenses incurred through approved institutions of learning.

Full-time regular employee, certificated or non-certificated, employed with Knox County Schools three (3) years or more, will be eligible for participation in the tuition program as long as the courses lead to certification or endorsement in an approved critical needs subject area as determined by the Executive Director of Human Resources.

To be eligible, employees must be employed by the Knox County Board of Education, both at the beginning of the course, the end of the course and at the time of reimbursement.

Knox County Schools will reimburse up to a maximum of $1,200.00 per course or $2,400.00 per academic school year for tuition expenses incurred by an employee for continuing education through an accredited program. The employee must secure a minimum passing grade of a "B" or its equivalent to receive a reimbursement. Expenses must be validated by receipts and a copy of the final grade or transcript.

This program presents a tuition benefit opportunity for Knox County Board of Education employees. Employees receiving the benefit and obtaining additional certification(s) or endorsement(s) are required to teach a minimum of three (3) years in the subject area for which the employee received the tuition assistance. Should the employee resign or otherwise voluntarily leave employment with the Knox County Board of Education prior to completion of his/her program of coursework, the tuition assistance benefit ends and all tuition assistance funds accepted by the employee up to that point must be repaid. If the employee resigns or otherwise voluntarily leaves employment with the Knox County Board of Education within three (3) years or less from the date of completion of his/her coursework and his/her receipt of additional certification or endorsement, repayment of all tuition assistance shall be required of the employee. If the Board is unable to offer the employee a position in the area of the newly obtained licensure, the employee shall not be required to repay the tuition assistance funds.

If funds are not sufficient for all requests, a determination for tuition assistance will be based on the school system's critical needs.

The procedures and application are broad guidelines developed by Knox County Schools Human Resources Department to assist with implementation and organizational decisions. The procedures detailed therein are an attempt to address how the program guidelines should be applied. It is not possible to address every situation or circumstance under these guidelines; therefore, the administration reserves the right to make decisions regarding this benefit on a case by case basis.
Knox County Schools will make every effort to ensure that all employees are treated fairly and equitably. Please contact the Human Resources Department regarding any questions about the Tuition Assistance Program.
Any teacher who meets all of the following requirements is eligible for "tenure":

(1) Has a degree from an approved four-year college or any career and technical teacher who has the equivalent amount of training established and licensed by the state board of education;

(2) Holds a valid teacher license, issued by the state board of education, based on training covering the subjects or grades taught;

(3) Has completed a probationary period of five (5) school years or not less than forty-five (45) months within the last seven-year period, the last two (2) years being employed in a regular teaching position rather than an interim teaching position;

(4) Has received evaluations demonstrating an overall performance effectiveness level of "above expectations" or "significantly above expectations" as provided in the evaluation guidelines adopted by the state board of education pursuant to § 49-1-302, during the last two (2) years of the probationary period; and

(5) Is reemployed by the director of schools for service after the probationary period.1

Tenure is granted only upon recommendation by the Director of Schools and by approval of the Board2 and is obtained in the system, not in a specific position.3

Individuals involved in coaching shall be considered teachers first and coaches second, and shall hold tenure as teachers and not as coaches.

RE-EMPLOYMENT OF TENURED TEACHER

A teacher who has attained tenure status in a school system and later resigns from the system shall serve a two-year probationary period upon reemployment by the system, unless the probationary period is waived by the Board upon request of the Director of Schools. Upon completion of the two-year probationary period, the teacher shall be eligible for tenure and shall be either recommended by the director of schools for tenure or non-renewed; provided, however, that the teacher cannot be continued in employment if tenure is not granted by the Board.4

Legal References:

1. TCA § 49-5-501; 49-5-503; § 49-5-504.
4. TCA § 49-5-504(d).

Approved as to Legal Form 4/20/2017
By Knox County Law Director
/Gary T. Dupler/Deputy Law Director
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Non-tenured teachers are subject to the same rules and regulations and are entitled to the privileges of employment enjoyed by tenured teachers except that they have no claim upon continuing employment or tenure protections.

The principal shall discuss deficiencies as part of the evaluation process with the non-tenured teacher and shall provide assistance for overcoming these deficiencies. The Director of Schools shall create administrative procedures that develop appropriate standards for principals to document and communicate deficiencies and provide assistance to overcome said deficiencies.

**NON-RENEWAL**

The Director of Schools is under no obligation to re-employ non-tenured teachers at the end of their contract period. If the Director of Schools determines not to renew the contract of a non-tenured teacher, written notice of non-renewal shall be delivered to the employee so that it will be received by the employee within five (5) business days following the last instructional day for the school year.¹

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Legal References:
1. TCA §49-5-409

Approved as to Legal Form
By Knox County Law Director 12/22/2015
/Gary T. Dupler/Deputy Law Director
When it becomes necessary to reduce the number of teaching positions in the system because of a decrease in enrollment or for other good reasons, such employees may be dismissed as determined necessary. The Director of Schools shall give the employee written notice of dismissal explaining fully the circumstances or conditions making the dismissal necessary.

**REDUCTIONS IN FORCE**

The Director of Schools shall develop procedures for reductions in force regarding the dismissal of certified employees as required in the best interests of the students or as necessary for the efficient operation of the schools. No single criterion, such as seniority, shall be used as the basis of any such dismissal.

The certified employees' most recent evaluations, as adopted by the state board of education, shall be a primary factor in the Director's dismissal of such employees due to reductions in force. Seniority shall not be a determining factor in the dismissal of certified employees dismissed due to reductions in force and shall be considered only if factors pertinent to the teachers' performance evaluations are equal.

When certified employees are dismissed due to a reduction in force, the Director shall take into consideration the principal's recommendations relative to his or her evaluation of the teacher's performance and ability to improve student achievement.

**RECALL OF CERTIFIED PERSONNEL**

A tenured teacher who has been dismissed because of abolition of position shall be placed on a preferred list for reemployment in the first vacancy the teacher is qualified by training and experience to fill. Nothing shall deprive the Director of the power to determine the filling of such vacancy on the basis of the Director's evaluation of the teacher's competence, compatibility and suitability to properly discharge duties required for the vacant position considered in the light of the best interests of the students in the school where the vacancy exists.

The Director of Schools shall develop additional procedures regarding the recall of certified employees affected by reductions in force. All such reemployment decisions shall be made in the best interests of students and the efficient operation of the schools within the district. No single criterion, such as seniority, shall be used as the basis of any re-employment decision.

The employees' most recent evaluations, as adopted by the state board of education, shall be a primary factor in the Director's placement of a teacher affected by a reduction in force. Nothing shall prohibit the Director from filling a vacancy with a certified employee not included on the preferred list for reemployment provided the Director has considered teachers on the preferred list pursuant to state law and found the employment of such teachers to be contrary to the best interests of the students in the school where the vacancy exists.
Every effort should be made to include the principal in the decision-making process.

**TRANSFERS RELATED TO REDUCTIONS IN FORCE**

The Director of schools shall develop procedures regarding the transfer of employees. All such transfer decisions shall be made in the best interests of students or as necessary for the efficient operation of the schools within the district. No single criterion, such as seniority, shall be used as the basis of any transfer decision.

The certified employees' most recent evaluations, as adopted by the state board of education, shall be a primary factor in the Director's decision to transfer a teacher.

Individual student performance on relevant assessments shall be a factor in determining appropriate transfer decisions.

Every effort should be made to include the principal in the decision-making process.

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**Legal References**

1. TCA 49-5-511(b)(1) & (2)
2. TCA 49-1-302(d)(2)
3. TCA 49-5-511(b)(3)
4. TCA 49-5-510
Section G: Human Resources

Knox County Board of Education Policy

Descriptor Term: Evaluation of School-Based Certified Personnel

Descriptor Code: G-350
Issued: 7/95
Reviewed: 3/17
Revised: 6/12

An annual performance evaluation shall be completed on all school-based certified personnel, both tenured and non-tenured of all license types issued by the Tennessee Department of Education. The Board shall use guidelines developed by the State Board of Education for implementation of an approved evaluation system.

PURPOSE OF EVALUATION

The evaluation of employee performance and effectiveness must be a cooperative process shared between the Director of Schools and administrative and supervisory personnel. Educators shall be evaluated for the following purposes:

1. to identify and support instruction that will lead to high levels of student achievement.
2. to inform human capital decisions, including, but not limited to individual and group professional development plans, hiring, assignment and promotion, tenure and dismissal, and compensation.
3. to differentiate teacher and principal performance into five effectiveness groups according to the individual educator’s evaluation results.

EVALUATION REPORT

A summative evaluation report must be completed on all school-based certified personnel working 120 days or more during the academic year. All part-time employees working for the full academic year at 50% FTE or greater will complete the summative evaluation process. All job-share employees will complete the summative evaluation process. Any exceptions must be approved by the Director of Schools.

Evaluation deadlines for all school-based certified personnel shall be provided annually by the Human Resources Department.

Summative evaluation reports may be grieved in accordance with the Tennessee State Board of Education grievance procedures. Observation scores may not be grieved. Only process violations and/or incorrect data that have a material impact on the summative evaluation report may be grieved.

Legal References:

1. Tennessee State Board of Education Policy IV. C. Teacher and Principal Evaluation Policy
2. TCA 49-1-302
3. TRR/MS 0520-2-.02
When transfers are necessary, the principal, the appropriate Assistant Superintendent, the Executive Director of Human Resources and appropriate director, and supervisors will consider the program needs of the school/system and determine where/if changes can be made.

The Director of Schools shall transfer or reassign employees as he/she deems necessary.1

Employees desiring to move to another position within the school system are encouraged to apply for any vacant position for which they are qualified. In order to limit personnel turbulence, certified personnel currently holding a teaching or administrative position with the Knox County Schools will not generally be considered for appointment to positions that must be filled during the school year.

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Legal References:
1. TCA § 49-2-301; TCA § 49-5-401; TCA § 49-5-510.
The Director of Schools may place on leave or suspend an employee of the school system at any time when deemed necessary.

The Director of Schools may place an employee on leave with pay or without pay at his or her discretion.

The Director of Schools may place an employee on suspension without pay, provided however, that disciplinary suspensions without pay for certified employees shall not exceed 3 days, without due process. Before suspending an employee without pay, the Director of Schools shall: (1) provide the employee with written notice of the allegations; (2) give the employee an opportunity to respond to the allegations and to explain his or her side of the story; and (3) give the employee a written notice of the suspension.

Legal References:
1. TCA § 49-5-511; TCA § 49-5-512.

Approved as to Legal Form 6/19/2017
By Knox County Law Director
/Gary T. Dupler/Deputy Law Director
Efforts shall be made to correct problems which might lead to the dismissal of school personnel; however, when it becomes necessary to consider dismissal, the following procedure shall be observed for tenured, certified personnel.

**SUSPENSION**

A director of schools/designee may suspend a tenured teacher at any time that may seem necessary, pending investigation or final disposition of a case before the board or an appeal. Before a tenured teacher is suspended s/he shall be: (1) provided with reasons for the suspension; (2) given an opportunity to respond; and (3) given a written decision of the suspension. The causes for which a teacher may be dismissed are as follows: incompetence, inefficiency, neglect of duty, unprofessional conduct and insubordination as defined in Tennessee Code Annotated 49-5-501.

Under no circumstances shall the Director of Schools dismiss or suspend a teacher with pay. If vindicated or reinstated, the teacher shall be paid the full salary for the period during which the teacher was suspended without pay.

**DISMISSAL**

When charges are made to the Board of Education against a tenured teacher, charging the teacher with offenses which justify dismissal of the teacher under the terms of this part, the charges shall be made in writing, specifically stating the offenses which are charged, and shall be signed by the party or parties making the charges.

If, in the opinion of the Board, charges are of such nature as to warrant the dismissal of the teacher, the Director of Schools shall give the teacher a written notice of the decision, together with a copy of a form which shall be provided by the Commissioner of Education advising the teacher as to the teacher’s legal duties, rights and recourse under the terms of this part.

Any teacher convicted of a felony listed Tennessee Code Annotated 40-35-501(i)(2), or convicted of an offense listed in Tennessee Code Annotated 39-17-417 shall be immediately suspended, and dismissed subject to the provision.

If the dismissal of the teacher is upheld in the Board and court reviews provided for in Tennessee Code Annotated 49-5-512 and 49-5-513, the Director shall notify in writing the revocation proceedings under applicable rules of the State Board of Education.

**PERSONNEL HEARING**

A tenured teacher having received notice of charges pursuant to Tennessee Code Annotated 49-5-511 may, within thirty (30 days) after receipt of notice, demand a full and complete hearing before an impartial hearing officer, as follows:
(1) The teacher shall give written notice to the Director of Schools of the teacher’s request for a hearing;

(2) The Director of Schools shall, within five (5) days after receipt of request, name an impartial hearing officer who shall be responsible for notifying the parties to appear before the hearing officer for simplification of the issues and the scheduling of the hearing, which in no event shall be set later than thirty days following receipt of notice demanding a hearing;

(3) All parties have the right to be represented by counsel;

(4) All parties have the right to call and subpoena witnesses;

(5) All parties have the right to require that all testimony be given under oath;

(6) The hearing officer shall administer oaths to witnesses;

(7) All parties have the right to examine all witnesses;

(8) All witnesses shall be entitled to witness fees and mileage provided by law, which fees and mileage shall be paid by the party issuing a subpoena or calling the witness to testify;

(9) All parties have the right to have evidence deemed relevant by the submitting party included in the record of the hearing, even if objected to by the opposing party;

(10) A record of the hearing, either by transcript, recording, or as is otherwise agreed by the parties, shall be prepared, if the action of the hearing officer is appealed, and all decisions of the hearing officer shall be reduced to writing and included in the record, together with all evidence otherwise submitted;

(11) On request of either party to the trial, witnesses may be barred from the hearing except as they are called to testify; and

(12) The hearing may be private at the request of the teacher or in the discretion of the hearing officer.

(13) The impartial hearing officer selected by the director of schools shall not have a familial or financial relationship with the teacher or representatives of the teacher or any other conflict of interest that would preclude the hearing officer from being fair and impartial.

Prior to the hearing and during the hearing, the hearing officer shall exercise all the powers and duties assigned to the hearing officer by Tennessee Code Annotated 49-5-512.

APPEAL TO THE BOARD OF EDUCATION

If the teacher desires to appeal from a decision rendered in whole or in part in favor of the school system, the teacher shall appeal the decision to the Board of Education within ten (10) working days of the hearing officer's delivery of the written decision to the teacher.

FAILURE TO TIMELY APPEAL TO THE BOARD WILL TERMINATE ALL THE TEACHER'S APPELLATE RIGHTS, UP TO AND INCLUDING THE APPEAL TO THE CHANCERY COURT.

Upon written notice of appeal, the Director of Schools shall, within twenty (20) working days, transmit to the board a copy of the proceedings, transcript, documentary and other evidence presented. The Board shall hear the appeal on the record and no new evidence shall be introduced. The teacher may appear in person or by counsel and argue why the decision should be modified or reversed.

The Board has the power to sustain the decision, send the record back if additional evidence is necessary, revise the penalty or reverse the decision.

Before any findings and decision are sustained or punishment inflicted in the case of an appeal, a majority of the membership of the Board shall concur in sustaining the charges and decision.
The Board shall render its decision on the appeal within ten (10) working days after the conclusion of the hearing.

**APPEAL TO THE CHANCERY COURT**

Either party dissatisfied with the decision rendered by the Board shall have the right to appeal to the Knox County Chancery Court within twenty (20) working days after receipt of the dated notice of the decision of the board.

It shall be the duty of the Board to cause the entire record and other evidence in the case to be transmitted to the court.

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Legal References:
1. TCA § 49-5-511, 512, 513.
2. TCA § 49-5-501.
3. TCA §49-2-301.
4. TCA § 40-35-501(i)(2).
5. TCA § 39-17-417.
6. TCA § 49-5-512(a)(2).
7. TCA § 49-5-512(a)(5).
8. TCA § 49-5-512(a)(8).
9. TCA § 49-5-512(c)(1).

Approved as to Legal Form 6/19/2017
By Knox County Law Director
/Gary T. Dupler/Deputy Law Director
Section G: Human Resources

Knox County Board of Education Policy

Descriptor Term: Suspension/Dismissal of Non-Tenured Teachers

Descriptor Code: G-381

Issued: 10/96

Reviewed: 3/17

Revised: 7/17

Efforts shall be made to correct problems which might lead to the dismissal of school personnel; however, when it becomes necessary to consider dismissal, the following procedure shall be observed for non-tenured, certified personnel.

SUSPENSION/DISMISSAL OF NON-TENURED TEACHERS

The Director of Schools or the Director’s designee may dismiss any employee under the Director’s jurisdiction at any time when deemed necessary. Before an employee is suspended, he or she shall be: (1) provided with reasons for the suspension; (2) given an opportunity to respond, and (3) given a written decision of the suspension.

Under no circumstances shall the Director of Schools dismiss or suspend a non-tenured teacher with pay. If vindicated or reinstated, the non-tenured teacher shall be paid the full salary for the period during which the teacher was suspended.

The Director of Schools may dismiss any non-tenured teacher at any time when deemed necessary for incompetence, inefficiency, insubordination, improper conduct or neglect of duty, after giving the non-tenured teacher, in writing, due notice of the charges. The Director of Schools is also authorized to dismiss a teacher convicted of a felony.

The Director of Schools shall give the non-tenured teacher an opportunity for a full and complete hearing before an impartial hearing officer.

PERSONNEL HEARINGS

The Board will appoint an impartial Personnel Hearing Officer to conduct such hearings. The Personnel Hearing Officer will hear the case and the employee shall have the right to:

1. Notice of the charge or charges;
2. An opportunity for a full and complete hearing before an impartial hearing officer selected by the Board;
3. An opportunity to be represented by counsel;
4. An opportunity to call and subpoena witnesses; and
5. An opportunity to examine all witnesses; and
6. The right to require that all testimony be given under oath.

Factual findings and decisions in all dismissal cases shall be reduced to written form and delivered to the affected employee within ten (10) working days following the close of the hearing.
APPEALS

Any non-tenured, licensed employee desiring to appeal from a decision rendered in favor of the school system shall first exhaust the administrative remedy of appealing the decision to the Board of Education within ten (10) working days of the hearing officer rendering the written findings of fact and conclusions to the affected employee.

Upon written notice of such appeal being given to the Director, the Director shall prepare a copy of the proceedings, transcript, documentary and other evidence presented, and transmit the same within twenty (20) working days of receipt of notice of appeal to the Board.

The Board shall hear the appeal on the record and no new evidence shall be introduced. The affected employee may appear in person or by counsel and argue why the decision should be modified or reversed.

The Board shall take one of the following actions:

1. Sustain the decision;
2. Send the record back if additional evidence is necessary; or
3. Revise the penalty or reverse the decision.

Before any such charges shall be sustained or punishment inflicted, a majority of the membership of the Board shall concur in sustaining the charges.

The members of the Board shall render a decision on the appeal within ten (10) working days after the conclusion of the hearing.

The Director of Schools shall also have the right to appeal any adverse ruling by the Hearing Officer to the Board under the same conditions as are set out herein.

Any party dissatisfied with the decision rendered by the Board shall have the right to appeal to the chancery court where the school system is located within twenty (20) working days after receipt of notice of the decision of the Board. It shall be the duty of the Board to cause to be transmitted the entire record and other evidence in the case to the court. The review of the court shall be de novo on the record of the hearing held by the hearing officer and reviewed by the Board.

(Note: Non-renewal of non-tenured teachers after the contract year is not suspension or dismissal and does NOT follow the suspension/dismissal procedures outlined in this policy. Please refer to Board Policy G-331 “Non-Tenure” for further information.)

Legal References:

1. TCA § 49-5-511, 512, 513.
2. TCA § 49-2-301.

Approved as to Legal Form 6/19/2017
By Knox County Law Director
/Gary T. Dupler/ Deputy Law Director
Every two years, the Director of Schools shall recommend, and the Board of Education shall approve, a slate of impartial hearing officers to conduct termination hearings for tenured teachers.\(^1\) No individual shall be approved by the Board to act as hearing officer if that individual has a history of employment with Knox County Board of Education or with the Director of Schools. No individual shall be approved to act as hearing officer if that individual has a familial or financial relationship with a Board member or any other conflict of interest that would preclude the hearing officer from being fair and impartial.

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Legal Reference:

1. T.C.A. § 49-5-512.
A teacher shall give the Director of Schools notice of resignation at least thirty (30) days before the effective date of the resignation. A teacher who fails to give such notice, in the absence of justifiable extenuating circumstances, shall forfeit all tenure status. The Board may waive the thirty (30) days notice requirement and permit a teacher to resign in good standing.

The conditions under which it is permissible to break a contract with the Board are as follows:

1. The incapacity on the part of the teacher to perform the contract as evidenced by the certified statement of a physician approved by the Board;

2. The release by the Board of the teacher from the contract which the teacher has entered into with the Board.¹

Any teacher on leave shall notify the Director of Schools in writing at least thirty (30) days prior to the date of return if the teacher does not intend to return to the position from which he has taken leave. Failure to render such notice may be considered a breach of contract.²

Upon a breach of contract, the Board, upon a motion recorded in its minutes, may file a complaint with the Commissioner and request the suspension of a teacher’s certificate. After the Commissioner has provided the teacher an opportunity for defense during a hearing, the Commissioner may suspend the certificate for no less than thirty (30) and no more than three hundred sixty-five (365) days.³

Legal References:

1. TCA 49-5-508.
2. TCA 49-5-706.
3. TCA 49-5-411.
Retirement shall mean a termination of services under conditions which will allow the employee to draw benefits from retirement plans and/or social security benefits.

Employees eligible for retirement benefits may elect to retire at any age according to the provisions of the retirement system.

Central office personnel shall assist employees in securing retirement benefits; however, it shall be the responsibility of the retiring employee to file for benefits.

During a twelve-month period, retired teachers may not work more than one hundred twenty (120) days or the equivalent of one hundred twenty (120) days, if the Director of Schools certifies in writing to the Board that no other qualified personnel are available to substitute teach.

The retired member may work in addition to the one hundred twenty (120) days prescribed above an additional ninety (90) days during the twelve-month period if employed as a substitute teacher.

Legal References:
1. TCA 8-36-805 (1).
2. TCA 8-36-805(3).
### Knox County Board of Education Policy

**Section G:** Human Resources

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**Reviewed:** 3/17  **Revised:** 6/12

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All teachers are expected to assume some duties other than those relating to the classroom: sponsoring clubs, the school newspaper, the annual, school plays, etc.

Attendance at designated meetings is considered part of the normal duty of each teacher.

Teachers of all grades shall be on duty a minimum of seven hours and forty-five minutes per day and such additional time as the administrative organization requires.

Insofar as possible each teacher's schedule shall include some time for planning.

Working conditions; except those working conditions which are prescribed by federal law, state law, private act, municipal charter or rules and regulations of the state board of education, the department of education or any other department or agency of state or local government are subject to collaborative conferencing.¹

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**Legal Reference:**

1. TCA 49-5-608(5)
This policy addresses specifically Hepatitis B, Hepatitis C, and Human Immunodeficiency Virus (HIV) or Auto Immune Deficiency Syndrome (AIDS) hereafter collectively referred to as communicable disease or illness.

EMPLOYMENT AND NON-DISCRIMINATION

The Knox County Board of Education does not discriminate on the basis of infection with a communicable disease or association with an individual who has contracted a communicable disease. An employee with a communicable disease can work as long as he or she is able to perform the essential function of the position to which he or she is assigned, with reasonable accommodation as may be necessary, and without posing risk to the health of students or other employees.

All employees of the Knox County Schools are required to provide, within 30 days of employment, certification that he or she has been examined by a licensed medical doctor and have been pronounced fit for duty in the environment in which he or she works. Additionally, any employees may be required to submit to a physical examination by a licensed medical doctor of the employer’s choosing, if the employer chooses to exercise this right, whenever there is reason to believe that they may have contracted a communicable disease. The employee may be excluded from work until documentation from the examining physician is furnished certifying that the employee is fit for duty in the environment in which he or she works.

CONFIDENTIALITY

In all instances, district personnel shall respect the individual's right to privacy, treat any medical diagnosis as confidential information, and hold all medical information in strictest confidence, subject to situations in which such information must be disclosed pursuant to applicable law. A school staff member who violates confidentiality will be subject to disciplinary action. Employee’s health information will be treated as confidential pursuant to applicable law.

SAFETY

All schools shall provide a sanitary environment and shall establish procedures recommended by appropriate health professionals for handling body fluids.

All school district personnel shall be advised of routine procedures to follow in handling body fluids. These procedures shall provide simple and effective precautions against transmission of diseases to persons potentially exposed to the blood or other body fluids of another individual. These procedures shall be standard health and safety practices, and will be applied universally.
Training and appropriate supplies shall be available to all personnel including those involved in transportation and custodial services.

In addition to insuring that these health and safety procedures are implemented on a district wide basis, special emphasis will be placed in those areas of the school district operation that present the greatest potential need for these precautions and procedures.

Employees who are at high risk of occupational exposure will be identified and provided with personal protective equipment, including a vaccination for Hepatitis B. Employees considered to be at high risk include custodians, school nurses, special education teachers and special education instructional assistants, coaches, and physical education teachers.

When an employee has reason to believe that he or she has been exposed to Hepatitis or HIV on the job site, the employee will notify his or her supervisor immediately. After appropriate review by the Knox County Health Department, the Board of Education will provide for any indicated medical follow-up.

**ACCIDENT REPORTING**

If an employee is injured on the job, it is the employee’s responsibility to make a report to his or her immediate supervisor within forty-eight (48) hours of the accident. The school principal shall ensure an accident report is filed for all accidents, once he or she has been made aware of the accident. The report must include the injured party's name, the names and contact information of any witnesses to the incident, the date of the accident, an explanation of the accident, and the care used in treating the individual. These reports will be kept on file in the principal's office for a minimum of one (1) year. Any accidents involving injuries to employees, and any accidents in which a party is injured to the degree that he or she seeks medical attention, should be reported to risk management immediately.

**EDUCATION AND UNIVERSAL PRECAUTIONS**

Education on Universal Precautions (Blood Borne Pathogens), and handling blood and other body fluids shall be provided to all school personnel as well as volunteers who may be in a position to need or to implement the universal precautions.

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Legal References:

TCA § 49-2-203(b)(2).
TCA § 49-5-710(a)(7); TCA § 49-5-404.
TRR/MS 0520-1-3-.08(2)(f).
### Knox County Board of Education Policy

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### Section G: Human Resources

### DAILY SCHEDULES

Teachers shall be on duty at least seven and three-quarter (7¼) hours each day, including a duty-free lunch period and additional time as the administrative organization requires. Additional time may include faculty meetings, in-service programs, committee meetings, general meetings, conferences, school-sponsored activities, and other extra duties before and after the established instructional day.¹

### EXTRA DUTIES

Extra duties shall be fairly distributed among the staff. At least one (1) principal or teacher must be on the school grounds when a bus arrives and at least one (1) principal or teacher must remain after the close of the school day until all buses depart.

### PLANNING TIME

An unencumbered schedule for any teacher includes time for planning, student and/or parent conferences, and preparation for effective teaching and attention to major program improvement. All full-time classroom teachers shall be provided individual duty-free planning periods during the established instructional day of at least two and one-half (2 ½) hours each week.²

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Legal References:

1. TRR/MS 0520-1-3-.03(1).
2. TRR/MS 0520-1-3-.03(4).

Approved as to Legal Form 6/27/2017

By Knox County Law Director

/Gary T. Dupler/Deputy Law Director
Any teacher may enter into an agreement with parents for private tutoring of children for a fee, but this practice must be limited to children other than those for whom the teacher is currently exercising teaching, administrative, or supervisory responsibility.¹

School facilities may not be used for private profit, except for the purpose of providing an academic educational service.²

No private teaching or tutoring shall be done in any Knox County school during the hours of the regular school day.

Any employee of the Knox County Schools seeking to offer private tutoring in a school after the regular school day must submit a request to the Director of Schools through the principal of the school. If the principal approves the application, it shall be forwarded to the Director of Schools for final disposition by the Director or the Director’s designated representative. Employees approved to offer private tutoring in schools must adhere to policy E-130 - Community Use of School Facilities to schedule the use of school facilities.

Legal Reference:

2. TCA 49-2-203(b)(10).
**EMERGENCY LEAVE**

An immediate supervisor may grant a certificated employee emergency leave during the workday for a sudden, unexpected occurrence demanding immediate attention. Leave shall be taken as personal leave, sick leave or leave without pay. The employee who uses emergency leave shall confirm said leave on appropriate forms the day after returning to work.

Principals or administrative supervisors shall keep a tally of the amount of time individual employees are released under this policy and when the total time reaches one (1) day, the employee shall be charged with one (1) day of applicable leave.

**JURY DUTY**

When a teacher is summoned for jury duty he/she shall appear in court and specify a seven (7) day period within twelve months that he/she will be available for jury duty. The following procedures shall regulate the leave for jury duty for teachers:

1. The teacher shall present written evidence that he/she had been summoned to serve on a jury; and,

2. The teacher shall be entitled to the usual compensation, less the amount paid by the court.

**COURT APPEARANCES**

If a teacher appears in court because of a personal interest, whether as a plaintiff, defendant or witness or voluntarily appears in behalf of family or friends, or when a teacher is required to appear in court either as a defendant or plaintiff in a civil case, personal leave or leave without pay shall be granted in accordance with the established board policies on leaves.

Legal References:

1. TCA § 49-5-711
2. TCA § 22-1-103 (a)(3).
3. TCA § 22-4-106.

Approved as to Legal Form 6/27/2017
By Knox County Law Director
\(/Gary\ T.\ Dupler/\) Deputy Law Director
Section G:

Human Resources

Knox County Board of Education Policy

Descriptor Term: Sick and Bereavement Leave

Descriptor Code: G-461

Issued: 7/95

Reviewed: 3/17

Revised: 7/17

SICK LEAVE

The time allowed for sick leave for professional personnel shall be one (1) day for each month employed during the school year and shall accumulate for an unlimited number of days.¹

Sick leave shall be granted for: illness of a teacher from natural causes or accident, quarantine, or illness or death of a member of the immediate family of a teacher, including the teacher's wife or husband, parents, grandparents, children, grandchildren, brothers, sisters, mother-in-law, father-in-law, daughter-in-law, son-in-law, brother-in-law, and sister-in-law.¹

A signed statement listing the cause of absence shall be provided by the employee on forms furnished by the Director of Schools and shall promptly be given to the immediate supervisor in support of all claims for sick leave pay. A falsified statement shall be grounds for dismissal.

A certificate from the physician on forms furnished by the Board may be required in support of any claim for sick leave pay.¹ An employee absent for five (5) consecutive working days shall submit a doctor's statement verifying illness or injury of the employee or immediate family member.

The Human Resources Department shall be notified immediately when it is known that a teacher will be out twenty or more days. The substitute teacher, beyond this point, must have a certificate or permit and must be paid according to the state salary scale.

Permanent, cumulative sick leave records for each active professional employee shall be kept in the Director of Schools' office.

A teacher, upon employment, may transfer his accumulated sick leave from another Tennessee school system, provided that the Director of Schools of the system in which the accumulated leave was held provides notarized verification.²

Sick leave for maternity purposes may be taken during the period of physical disability only as determined by a physician. Upon verification by a written statement from an adoption agency or other entity handling an adoption, a teacher may also be allowed to use up to thirty (30) days of accumulated sick leave for adoption of a child. If both adoptive parents are teachers, only one (1) parent is entitled to leave under this subsection.²

BEREAVEMENT LEAVE

Bereavement leave shall be granted for the death of a member of the immediate family of a professional employee, including the teacher’s wife or husband, parents, grandparents, children, grandchildren, brothers, sisters, mother-in-law, father-in-law, daughter-in-law, son-in-law, brother-in-law, and sister-in-law.
Per occurrence, up to two (2) days of paid bereavement leave shall be granted to professional employees. The days do not accrue and may not exceed ten (10) days per school year. If additional days are needed in relation to the death of an immediate family member, up to three (3) days of other leave (sick, personal, or unpaid) may be used. In extraordinary circumstances additional sick, personal, or unpaid days due to bereavement may be requested through the Director of Schools’ office.

Professional employees may be required to provide appropriate documentation. Permanent, cumulative bereavement records for each active employee shall be kept in the Human Resources Office.

Legal References:
1. TRR/MS 0520-1-2-.04(2).
2. TCA § 49-5-710.

Approved as to Legal Form 6/19/2017
By Knox County Law Director
/Gary T. Dupler/Deputy Law Director
Personal and professional leave shall be granted in accordance with laws of the State of Tennessee and rules and regulations of the State Board of Education.

Certificated employees shall earn personal and professional leave at the rate of one day for each half year employed for a total of two (2) days per year. Any personal and professional leave remaining unused at the end of a year shall be credited to sick leave.¹

If, at the termination of services, any employee has been absent for more days than leave has been earned, an amount sufficient to cover the excess days used shall be deducted from the employee’s final salary payment.

Subject to the following conditions, personal leave may be taken at the discretion of the employee:

1. Except in emergency, each employee shall give the principal at least one day’s notice in writing of intent to take leave;

2. The approval of the principal of the school shall be required:
   a. If more than ten percent (10%) of the teachers in any given school request its use on the same day;
   b. If requested during any prior established student examination period;
   c. If requested on the day immediately preceding or following a holiday or vacation period.¹

Professional leave is a short, temporary absence for the purpose of attending workshops and other meetings relating to school business or serving on boards and commissions which meet during daytime hours when appointed by a mayor, city council, county executive or county commission.²

Requests for professional leave shall be submitted to the immediate supervisor at least ten (10) working days prior to requested leave of absence.

In addition, certificated employees shall be granted leave to serve on any board or commission of the state when the appointment is made by the Governor or General Assembly. Such leave shall not be counted against any other accumulated leave credits. The employee shall notify the principal at least five (5) days prior to leave being taken.²

Legal References:
1. TCA 49-5-711; TRR/MS 0520-1-2-.04(3).
2. TCA 49-5-205.
Employees in regular, temporary, or interim positions shall be granted leave without pay for military service, legislative service, maternity, adoption, recuperation of health or visitation of a spouse, child or parent deployed for military duty out of the country who has been granted rest and recuperation leave and educational improvements or other sufficient reason without loss of accumulated leave credits, tenure status, or other fringe benefits. Leave to visit a spouse, child or parent deployed for military duty out of the country, who has been granted rest and recuperation leave, shall be granted for no longer than ten (10) days. All leaves shall be requested in writing at least thirty (30) days in advance on forms provided by the Director of Schools. The 30-day notice may be waived or reduced by the Director of Schools upon submission of a certified statement by a physician. The application for leave forms shall require:

1. A description of the type of leave requested;
2. The requested dates for beginning and ending the leave; and
3. A statement of intent to return to the position from which leave is granted.

Each request must be acted upon by the Director of Schools. Each applicant shall be notified in writing of the Director of Schools' action. All leaves, except military leave, shall be from a specific date to a specific date. However, any leave may be extended by the Director of Schools upon written request from the employee. The maximum period for a leave of absence is two continuous years. At the conclusion of two continuous years of leave, employee must immediately report back to work for a period of no less than one term to be eligible for an additional two continuous years under the leave without pay category. If you do not immediately return to work upon the expiration of two continuous years of leave, coverage is terminated and COBRA eligibility will not apply. The procedure and condition for extending a leave are the same as those used when originally requesting and granting the leave. However, military leave shall be granted for whatever period may be required.

Positions vacated for less than twelve (12) months by employees on leave shall be filled with an interim employee while the employee is on leave. If the employee returns from leave within 12 months, the interim employee shall relinquish the position. If the leave exceeds twelve (12) months, the employee shall be placed in the same or a comparable position upon return.

Any employee on leave shall notify the Director of Schools at least thirty (30) days prior to the date of return if the employee does not intend to return to the position from which he is on leave. Failure to give such notice shall be considered breach of contract.¹

**PAY AND BENEFITS**

All leave granted in conformance with this policy shall be without pay. If the individual qualifies for Family and Medical Leave (FMLA), this leave may run concurrently with FMLA leave for up to a maximum of twelve weeks. During the period of FMLA Knox County will pay the Board share of the
insurance premium(s). After FMLA is exhausted or if the individual is not eligible for FMLA, the employee is responsible for the total premiums in order to continue life, health-dental benefits; otherwise, benefits cease to exist.

If the employee participates in a supplemental policy, the employee must make arrangements with the company to continue the benefit. FMLA leave is not available to individuals taking leave without pay for military service, legislative service or educational leave.

Legal References:
1. TCA § 49-5-702 through TCA § 49-5-709.

Approved as to Legal Form 6/19/2017
By Knox County Law Director
/Gary T. Dupler/Deputy Law Director
PURPOSE

To entitle employees to take reasonable leave for a serious health condition, for the birth or adoption of a child, and for the care of a child, spouse or parent who has a serious health condition.

ELIGIBILITY

Anyone who has been employed for at least twelve (12) months by the Board and anyone who has at least 1,250 hours of service (Hours used for leave, even FMLA leave shall not be credited for service for the purposes of FMLA eligibility) during the previous twelve month period.

GENERAL PRINCIPLES

1. Any employee shall be granted, upon request, up to twelve (12) weeks unpaid leave for the birth or adoption of a child or the care of a child, spouse, or parent who has a serious health condition or when the employee is unable to work because of a serious health condition. Any female requesting leave due to pregnancy and childbirth shall be granted at least four (4) months leave.

2. Any employee on maternity leave shall be permitted to use accumulated sick leave during the period of actual physical disability only. Otherwise, the maternity leave shall be unpaid leave. An employee may use up to thirty (30) days of accumulated sick leave for the adoption of a child. If both adoptive parents are employees, they are entitled to a combined total of twelve (12) workweeks of FMLA. Written verification from the adoption agency or other entity handling the adoption shall be required before the leave is granted.

3. A physician's statement may be required by the Board when determining the period of actual physical disability.

4. Request for leaves and extension of leaves shall conform to state law governing all leaves of absence.

5. Eligible employees are entitled to up to 12 weeks of leave because of "any qualifying exigency" arising out of the fact that the spouse, son, daughter, or parent of the employee is on active duty, or has been notified of an impending call to active duty, or has been notified of an impended call to active duty status, in support of a contingency operation.

6. An eligible employee who is the spouse, son, daughter, parent or next of kin of a covered service member who is recovering from a serious illness or injury sustained in the line of duty on active duty is entitled to up to 26 weeks of leave in "a single 12-month period" during which an eligible employee is entitled to a combined total of 26 weeks of all types of FMLA leave.
RESTRICTIONS

1. For foreseeable leave, the employee shall provide the Director of Schools with at least thirty (30) days written notice before the beginning of the anticipated leave.

2. The Director of Schools may require that a request for leave be supported by certification issued by a health care provider with the following information:
   a. the date on which the serious health condition commenced;
   b. the probable duration of the condition;
   c. the appropriate medical facts within the knowledge of the health care provider regarding the condition; and
   d. a statement that the eligible employee is needed to care for the son, daughter, spouse or parent and an estimate of the amount of time that such employee is needed.

3. If there is any reason to doubt the validity of the certification provided, the Director of Schools may require, at the expense of the Board, an opinion of a second health care provider.

4. Once it has been established that the leave qualifies for FMLA, the Director of Schools/designee shall notify the employee that any unpaid leave shall run concurrently with FMLA.

5. Intermittent Leave - When an instructional employee requests foreseeable leave for planned medical treatment and the employee would be on leave for greater than 20% of the total number of working days in the period during which the leave would extend, the school may require that such employee elect either to take the leave for periods of a particular duration, not to exceed the duration of the planned medical treatment or to transfer temporarily to an available alternative position offered by the Director of Schools for which the employee is qualified, and that has equivalent pay and benefits and better accommodates recurring periods of leave. Instructional employees are those whose principle function is to teach and instruct students in a class, small group or an individual setting. This includes not only teachers, but also athletic coaches, driving instructors and signers for the hearing impaired. It does not include teacher assistants or aides who do not have as their principle job actual teaching or instructing nor does it include auxiliary personnel such as counselors, psychologists or curriculum specialists. It also does not include cafeteria workers, maintenance workers, or bus drivers.

6. Period Near the End of an Academic Term - (Instructional Employees) If leave is taken more than five (5) weeks prior to the end of the term, the Director of Schools may require the employee to continue taking leave until the end of the term if the leave is at least three (3) weeks of duration and the return of employment would occur during the three (3) week period before the end of the term.

If the leave is taken five (5) weeks prior to the end of the term, the Director of Schools may require the employee to continue taking leave until the end of the term if the leave is greater than two (2) weeks duration and the return to employment would occur during the two (2) week period before the end of the term.
7. Spouses employed by Knox County Schools are jointly entitled to a combined twelve (12) week leave for birth and care of a newborn child, for the placement of a child for adoption or foster care and to care for a parent who has a serious health condition.

REQUIREMENTS OF THE BOARD

1. The employee shall be restored to the same position of employment or an equivalent position with no loss of benefits, pay or other terms of employment.

2. The employee shall be kept under any group health plan for the duration of the leave.

3. The Board may recover the premium paid under the following conditions:
   a. the employee fails to return from leave after the period of leave has expired; or
   b. the employee fails to return to work for a reason other than the continuation, recurrence, or onset of a serious health condition or other circumstances beyond the control of the employee.

Legal References:
3. TCA § 49-5-702; TCA § 4-21-408.
4. TCA § 49-5-710.
5. TCA § 49-5-704.

Approved as to Legal Form 6/19/2017
By Knox County Law Director
/Gary T. Dupler/Deputy Law Director
# Knox County Board of Education Policy

## Section G: Human Resources

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### Military Leave

Employees who are members of any reserve component of the Armed Forces of the United States shall be granted leave of absence for all periods of military service during which they are engaged in the performance of duty or training in the service of the state or the United States.¹ Reservists who anticipate military duty during the school year must give written notice to the Director of Schools, within thirty (30) days of the beginning of the school year, of the dates of the anticipated duty. While performing such duty or training, the employee shall be paid his regular salary up to a maximum of twenty (20) working days in any one (1) calendar year, plus such additional days as may result from any call to active state duty.² An employee called to active duty by the Governor to enforce the laws of the state shall be paid his regular salary for such time as he is engaged in the performance of his duty, and any time spent in active state duty shall not count against the fifteen-day period of leave allowed for military service.³

Request for leaves and extension of leaves shall conform to state law and board policy governing all leaves of absence. Failure to comply with applicable laws and policies shall constitute grounds for dismissal.

The employee shall supply a copy of the orders for duty, including the dates of departure and return it to the Director of Schools prior to, or simultaneous with, requesting leave.

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**Legal References:**

1. U.S.C. 2024(d) and 2021(a)(B).
2. TCA 8-33-109.
3. TCA 58-1-106(d); AGO 91-13.
### Legislative Leave

Certificated employees who have been elected to state or local law-making bodies shall be granted two (2) days per month with pay while on contract for the time those law-making bodies are in official session or while attending official meetings outside the session. Two (2) full days will be granted for the time those law-making bodies are in session: one day will be allowed for committee meetings and one day for full commission sessions. Employees shall not take half-day leave increments (personal or administrative) to avoid difficulty in obtaining classroom substitutes. Day not used in a given month cannot be carried over to the following month.

In addition, certificated employees shall be granted leave to serve on any board or commission of the state when the appointment is made by the Governor or General Assembly. Such leave shall not be counted against any other accumulated leave credits. The employee shall notify the principal or supervisor at least five (5) days prior to leave being taken.

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**Legal References:**

1. TCA § 49-5-702; TCA § 49-5-713.
2. TCA § 49-5-205.

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Approved as to Legal Form 6/19/2017

By Knox County Law Director

/Gary T. Dupler/Deputy Law Director
Substitute teachers are those teachers used to replace teachers on leave or to fill temporary vacancies.\(^1\)\(^,\)\(^2\) All substitute teachers shall be employed and paid by the Board.\(^2\)

Substitute teachers with a valid teaching license will be indicated on the substitute list. For planned absences, a substitute with a teacher's certificate shall be selected from the preferred list if possible.\(^3\) Each principal shall be provided names of all approved substitute teachers.

All substitutes shall be responsible for providing correct addresses and phone numbers and for notifying Human Resources if they wish to terminate their service as substitutes.

When a teacher is unable to meet classes for any reason, the following procedures shall be observed:

1. The teacher shall notify the principal or his designee as soon as possible;
2. The principal or his designee shall secure a qualified substitute teacher who has been approved by the Director of Schools;\(^1\) and
3. The regular teacher shall notify the principal the day before intending to return to the classroom; upon receipt of notice the principal shall notify the substitute teacher.

Substitute teachers shall assume the same responsibilities and have the same authority as the regular teacher, including bus duty and playground supervision.

When substituting for a regular teacher who has been absent for twenty (20) consecutive days, a substitute teacher must possess a teaching certificate with endorsement in the discipline(s) to be taught.\(^3\) When substituting for a teacher without sick leave, the substitute shall be certified and paid according to the state salary schedule.\(^1\)

Retired teachers may substitute one hundred twenty (120) days per year without loss of retirement benefits, and may substitute for an additional ninety (90) days if the Director of Schools certifies in writing to the State Board of Education that no other qualified personnel are available to substitute teach.\(^4\)

All teacher aides, secretaries and clerks are approved substitute teachers for use in emergency situations. Emergency use shall be defined as less than a full day due to the regular or substitute teacher being unable to arrive on time or remain for the full day.

Such substitutes shall receive the proportionate equivalent salary regular substitute teachers would receive under similar circumstances or their regular salary, if higher; however, they shall not receive pay for both positions at the same time.
In order to make the work of the substitute teacher as satisfactory as possible, the regular teacher shall make available:

1. Daily schedule (academic and supervisory);

2. Class rosters; and

3. Lesson plans and other information for the day’s activities. In case of emergency when plans are not provided, the principal shall provide the substitute with directions for the day.

All substitute teachers shall be given a copy of the local school's guidelines on the first day they substitute in the school. These guidelines shall contain, but shall not be limited to:

a. Attendance procedures;

b. Lunchroom schedule and procedures;

c. Procedures for supervising student behavior;

d. Names and assignments of regular staff members;

e. Emergency evacuation procedures; and

f. Other helpful information particular to the local school.

The Director of Schools, with input from the principals, shall determine which substitute teachers performed at an acceptable level. Substitute teachers who performed below an acceptable level shall not be recommended for continuing service.

Legal References:
1. TRR/MS 0520-1-2-.04(6).
2. TCA 49-5-709.
3. TCA 49-3-312; TRR/MS 0520-1-2-.04(6).
4. TCA 8-36-805.

Approved as to Legal Form 6/19/2017
By Knox County Law Director
/Gary T. Dupler/Deputy Law Director
In the Knox County Schools, student teachers are those students enrolled in a higher education program that requires completion of a semester length teaching experience and teacher interns are higher education students who must complete two or more semester teaching experience.

A student teaching or internship program in connection with a university or college must be approved by the administrative staff and the superintendent before a school may participate.

Students participating in the program must have the recommendation of the college officials responsible for the student internship program.

A member of the Knox County Schools administrative staff shall be designated by the Director of Schools to coordinate the student internship program at the system level.

Student teachers and interns shall abide by rules and regulations as established by the state and Knox County Boards of Education, the Director of Schools and the principal of the school in which they serve. This includes but is not limited to such matters as attendance, attitude, dress, cooperativeness.

Successful completion of the internship shall count as the probationary year of teaching and shall be credited as one full school year of experience. An intern’s service may be terminated upon the principal’s recommendation and the approval of the Director of Schools.

Supervision of interns by mentor teachers shall be considered one of the teacher's regular duties and not as an additional duty.

Interns shall submit to and pass a drug test and shall submit to and pass a fingerprint and criminal history records check conducted by the Tennessee Bureau of Investigation (TBI) or other sources as needed. Any costs incurred by the TBI in conducting such investigations of interns shall be paid by the individual.
From time to time foundations, school support organizations, parent groups and other third parties may express an interest in providing financial resources to support staff positions at specific schools. The Board of Education encourages community members to be engaged in our efforts to ensure a high quality public education for all children in the Knox County Schools. While providing funding to support positions in schools is a unique and admirable undertaking, the nature of this activity requires that some very specific parameters be established concerning third party funded positions.

All third parties proposing to fund an instructional or support position at any school must request approval to do so from the Director of Schools. The Director of Schools will evaluate each proposal in terms of the strategic goals of the school district and the needs of the school, as well as instructional and operational considerations. If the Director of Schools, in consultation with the school principal, finds the proposal to be acceptable, the third party and the Knox County Schools will develop a detailed written agreement concerning the position to be funded. As a minimum, the agreement will include the following specifications:

1. Persons hired to fill third party funded positions will be employees of the Knox County Schools and subject to all of the conditions of employment of the Knox County Schools.

2. The Knox County Schools will be responsible for the selection, supervision, and evaluation of all personnel in third party funded positions and for all employment actions concerning these personnel.

3. Third party funded positions will be “year to year” or temporary positions since they are not associated with an appropriated revenue stream. Persons filling these positions will do so with a temporary contract.

4. Persons in these positions will be paid according to the appropriate Knox County Schools pay and supplement schedules.

5. Untenured teachers in these positions will not earn tenure since these will be “year to year” or temporary positions. Tennessee Code Annotated states to earn tenure the person must be a "regular teacher" during the last year when recommended for tenure. However, individuals on these contracts will progress in seniority on the appropriate longevity step increase pay scales.

6. The precise source of funding, documentation of adequate available funds, a contractually binding non-contingent commitment to cover the full cost of the designated position (including but not limited to salary, retirement, social security and any medical insurance benefits), and a specific payment schedule must be clearly delineated.
It will be the responsibility of the Director of Schools to ensure that such reimbursed positions do not create substantial resource equity issues within the Knox County Schools.

Legal Reference:

1. TCA 49-5-503(3)
Each employee shall be paid the salary for which he qualifies by reason of assignment as approved by the Board.

Salaries of all employees, including substitute and supplemental pay, shall be paid by the Board.¹ No payment to any employee for service performed on behalf of the school system shall be made from any source other than the Board.

Salaries and supplements may be paid from revenue derived from sources other than taxes, provided the revenue is deposited with and salaries paid through the Board. Included are donations or contributions from individual, civic or other non-school related sources or funds from individual school activity funds, such as gate receipts and concessions.²

**MONTHLY EMPLOYEES**

The pay period for office personnel, teacher aides, cafeteria managers, and some professionals’ not requiring certification will be monthly for the term of employment. Payday is the 25th of each month or the last working day before the 25th.

**BI-WEEKLY EMPLOYEES**

The pay period for security, maintenance and custodial personnel and all food service employees (except managers) is bi-weekly for the term of employment.

**SUBSTITUTE AND PART-TIME EMPLOYEES**

Substitute workers are to be paid at the rate established by the Board at budget approval. Part-time personnel shall be employed on an hourly basis at a rate established by the Board.

Legal References:

1. TCA § 49-5-709(a)
2. TCA § 49-6-2006; Tennessee Internal School Financial Management Manual, Section 5, Title 2 and Section 5, Title 5.

Approved as to Legal Form 6/19/2017
By Knox County Law Director
/Gary T. Dupler/Deputy Law Director
The Board recognizes the importance of periodic performance review of classified personnel.

The immediate supervisor has the responsibility of assigning specific duties and for giving guidance to the employee for the satisfactory performance of the duties.

EVALUATION OF PERSONNEL

The Director of Schools shall approve standard forms to be used in evaluating classified personnel. A newly hired employee shall be evaluated for three consecutive years and then once every five years for the remainder of his or her employment. However, the principal/supervisor and/or the employee may request an evaluation in any given year.

CENTRAL OFFICE EMPLOYEES

Central Office employees shall be evaluated annually.

UTILIZATION OF EVALUATION

Evaluations shall be used to inform employees of their performance, as an aid in improving performance, and as a basis for continuing employment. Evaluation reports shall be discussed with the evaluated employee. Each employee shall be given a copy of the evaluation and shall sign the supervisor’s copy as evidence it has been discussed.
Classified employees are employed at will and may be dismissed as appropriate by the Director of Schools when the Director has determined their services are not satisfactory or are no longer required.\(^1\)

Recommendations for dismissal shall be made by the principal or appropriate supervisor to the Director of Schools. The Director of Schools shall consider all recommendations for dismissal and shall be the deciding authority for all dismissal actions regarding classified employees.

Employees dismissed for any reason shall be paid all earnings authorized or due at the end of the next regular pay period unless the employee is dismissed at the end of the school year. If the employee is dismissed at the end of the school year, the employee will be paid in accordance with the normal payroll calendar for summer checks.

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Legal Reference:

1. TCA 49-2-301(b)(EE) and (FF).
Employees are subject to transfer from one position to another when this action is deemed advantageous by the Director of Schools. Employees may request a transfer by submitting this request in writing to the supervisor and/or Human Resources, stating the reason for the transfer.
### Section G:  
**Human Resources**

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When it becomes necessary to reduce the number of classified positions in the school system, the Board shall abolish the positions or the Director of Schools shall lay off such classified employees as may be necessary.¹

When a classified employee is released because of reduction in the number of classified positions, the Director of Schools shall give the employee written notice of dismissal explaining the circumstances or conditions making termination of employment necessary.¹

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Legal Reference:

1. TCA 49-5-511(b).
Voluntary termination of employment may occur as a result of retirement or resignation.

Classified personnel shall give the immediate supervisor written notice of resignation at least two (2) weeks (ten (10) working days) in advance of the effective date of voluntary termination. The ten (10) working days may be waived by the Director of Schools for justifiable reason.

PROCEDURE

The immediate supervisor shall forward copies the day received to Human Resources.

The payroll office will prepare final payment for the next appropriate scheduled pay day.
### Knox County Board of Education Policy

**Human Resources**

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All classified employees, prior to entering service, shall present a certificate showing a satisfactory health record. Employees shall inform the Director of Schools whenever they contract a contagious or communicable disease.

No employee who has any communicable disease shall perform his duties in any location where such might endanger the health of school children. The Director of Schools shall require any employee to submit to a physical examination by a physician whenever there is reason to believe that the employee has any communicable disease.

The Director of Schools shall reassign or suspend any employee who is suspected of having a communicable disease which might endanger the health of children, pending investigation and final disposition.

To assist the Director of Schools in making final disposition of the case, he may refer the case to the County Health Office, or other medical experts.

The Director of Schools shall consider the report when determining the employment status of the employee.

**ACQUIRED IMMUNE DEFICIENCY SYNDROME**

See Policy G-430 Personnel Health Examination and Communicable Diseases.

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**Legal Reference:**

1. TRR/MS 0520-1-3-.08(2)(f).
2. TCA 49-2-301.
Section G: Human Resources

Knox County Board of Education Policy

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The school system shall comply with Wage and Hour Regulations as administered by the U.S. Department of Labor. Actual hours worked are to be reported by each employee. No employee shall be at the job location unless so directed by the immediate supervisor.

WORK SCHEDULES

A work week is a regularly recurring period of 168 consecutive hours. The standard work week for Knox County Schools employees shall begin at 12:00 a.m. Sunday and end at 11:59 p.m. on the following Saturday. Maintenance, security, and operations personnel shall have a work week that begins at 12:00 a.m. Wednesday and ends at 11:59 p.m. on the following Tuesday.

Supervisors shall prepare a daily work schedule both for school and non-school months. The daily schedule includes the time to begin work, lunch time and ending time.

Each employee is required to work according to his schedule unless there is an emergency. When an emergency arises, the immediate supervisor shall be notified as soon as possible.

All authorized overtime or time-on-the-job-location not within the scheduled time must be approved by the immediate supervisor before the overtime occurs.

TIME RECORDS REQUIRED

Each employee classified as “non-exempt” pursuant to the Fair Labor Standards Act shall keep a time record of actual hours worked.¹

At the end of each reporting period, such employees shall turn in time records to their immediate supervisor for approval. All time records will be forwarded to the payroll office for calculations.

LUNCH PERIODS

All employees classified as “non-exempt” pursuant to the Fair Labor Standards Act shall have a thirty minute unpaid rest break or meal period if scheduled to work six (6) hours consecutively, except in workplace environments that by their nature of business provide for ample opportunity to rest or take an appropriate break. The break shall not be scheduled during or before the first hour of scheduled work activity². During this scheduled lunch period, the employee shall be relieved of all duties of any nature.

EMPLOYEE CERTIFICATION THAT POLICY AND REGULATIONS HAVE BEEN READ

New employees shall be furnished a copy of this policy. Each employee shall read this policy or have it read to him and shall certify that the policy has been read and understood. A copy of this certification must be on file before the first check is issued to a new employee.

Legal Reference:

1. 29 USC § 213
2. T.C.A. § 50-2-103(h)
Employees shall work in excess of standard hours when directed. When work in excess of standard hours is required, employees shall be compensated for the unscheduled hours worked.

Overtime is defined as hours physically worked in excess of forty (40) hours per week. When an employee is requested to work over regularly scheduled hours, the following shall apply:

Compensation for Unscheduled Hours

1. Hours worked over the scheduled hours must be approved by the immediate supervisor.
2. Whenever possible, compensatory time off shall be used in preference to overtime pay.
3. All payment for overtime shall be processed through the payroll office.

Overtime Pay

If it is determined by the immediate supervisor that compensatory time cannot be granted within the forty (40) hour pay period or without severe disruption of the operation of the facility, overtime may be authorized.

Payroll Provisions

1. Time and one-half (1 1/2) shall be paid for all hours physically worked in excess of forty (40) in a week.
2. An authorization for overtime payment must be submitted by the immediate supervisor.
3. Payment for overtime will be included in the paycheck for the period immediately following the one in which it was earned.

Discipline

1. Persons who have been assigned to work overtime, whether voluntary or mandatory, shall be expected to report to work as scheduled.
2. Failure to report shall subject an employee to disciplinary procedures as specified for any other non-appearance for a regularly scheduled work time.
3. Employees shall be released from mandatory overtime, without fear of discipline, when they can provide a reasonable excuse such as the following:
   a. Personal family emergency;
   b. Personal or family health maintenance;
   c. Important family function; weddings, etc.

   If there is doubt concerning the employee's sincerity in offering such an excuse, the burden of proof shall rest with the employee.
EMPLOYMENT

Employees may hold employment outside the school system and continue in the employ of the Knox County Schools provided such employment does not interfere with their regularly scheduled or appropriately assigned duties for the school system, or reflect unfavorably on the school system.

POLITICAL ACTIVITIES

The Knox County Schools personnel may, on their own time, campaign for or against any candidate or ballot initiative, but they shall not use the schools for political forum nor engage in any political promotion or solicitation during school hours. Employees who do not comply with these requirements shall be subject to disciplinary action.

Any employee who intends to campaign for an elective public office which infringes upon an employment agreement or work schedule shall present a proposed solution to the Director of Schools for consideration. The essential element to be determined by the Director of Schools is whether the activities proposed by the employee are consistent with services to the system and are in the best interest of education.
EMERGENCY LEAVE, COURT APPEARANCES, AND JURY DUTY

Emergency leave, court appearances, and jury duty shall be defined the same for classified personnel as for certificated employees. See Board Policy G-460.

SICK LEAVE

Sick leave shall be defined the same for classified personnel as for certificated employees. See Board Policy G-461.

The time allowed (days earned) for sick leave shall be one (1) day for each nineteen (19) days worked, for a maximum of thirteen (13) days per year.

Sick leave is accumulated on unlimited basis.

At the termination of the employment of any employee, all unused sick leave accumulated by the employee shall be terminated.

The immediate supervisor may require a physician’s certificate for any absence within the sick leave regulation. Frequent use and/or suspected misuse of sick leave by an employee are sufficient grounds for requiring a physician’s certificate stating the reason for absence.

BEREAVEMENT LEAVE

Bereavement leave shall be defined the same for classified employees as for certified employees. See Board Policy G-461.

LONG TERM LEAVES OF ABSENCE

Long Term Leaves of Absence for classified personnel shall be the same as for certificated personnel with the exception of educational improvement leave. See Board Policy G-463.

FAMILY/MEDICAL LEAVE

Family Medical Leave shall be defined the same for classified personnel as for certificated personnel. See Board Policy G-464

MILITARY LEAVE

Military Leave for classified personnel shall be the same as for certificated personnel. See Board Policy G-465.
PERSONAL LEAVE

Personal Leave shall be the same for classified personnel as for certificated personnel. See Board Policy G-462.

Legal Reference:

1. TCA § 22-4-108.

Approved as to Legal Form 6/19/2017
By Knox County Law Director
/Gary T. Dupler/Deputy Law Director
VACATIONS

Full-time employees on twelve months assignments earn vacation days at the rate of one (1) per month plus one (1) day per year worked for Knox County up to a total of eight (8) days. No more than twenty (20) vacation days can be carried over from year to year. Accumulated days plus days to be earned for the year will be advanced and credited to the employees on July 1 of each year. Employees are not eligible for vacation during their first 6 months of employment. The time of vacation must be approved by the Director of Schools and immediate supervisor.

PAID HOLIDAYS

Classified personnel, if on active payroll at the time, shall be entitled to the following holidays:

- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving (2 days)
- Winter Holiday
- New Year’s

Equivalent days, as approved by the Director of Schools, may be taken when these days fall on weekends or school is in session.
Knox County School will provide an educational program designed to help each student be college and career ready upon graduation from high school. Through implementation of the Tennessee State Standards, students will be able to:

- read a variety of complex text, both literary and informational, to build knowledge, gain insights, explore possibilities and broaden their perspective;
- communicate complex information in a clear and articulate manner using effective oral, written and media skills;
- develop conceptual understanding, procedural skill and fluency, and application skills in mathematics and science to solve complex real world issues and problems;
- participate effectively in civic life with a solid understanding of world geography, economics, history and finance;
- develop positive habits that support good physical, mental, social and emotional well-being;
- appreciate and participate in the arts;
- pursue the acquisition of world languages;
- effectively use current and emerging technologies to access, manage and create information;
- think creatively and work collaboratively with others;
- demonstrate flexibility, adaptability, initiative and self-direction;
- demonstrate a commitment to lifelong learning and personal excellence; and
- develop the 21st century skills necessary for a successful transition to college and/or career.
The Knox County Schools will implement the Tennessee State Standards in compliance with the State of Tennessee.

The primary responsibility for the effective operation of the curriculum program and activities is delegated to the Director of Schools and the Director’s designees.

School principals shall be responsible for administering the established instructional programs and for the development and supervision of a coordinated plan for the improvement of instruction in their schools.

Legal References:
1. TCA 49-1-302.
2. TRR/MS 0520-1-3-.05(2).

Approved as to Legal Form
By Knox County Law Director 1/27/2016
/Gary T. Dupler/Deputy Law Director
### Knox County Board of Education Policy

**Section I: Instructional Goals and Objectives**

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**Legal References:**

1. TRR/MS §0520-1-3-.06(4).

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Early admission into college may be considered for a qualified 12th grade student. Such a student, upon proper completion of the freshman year in a participating institution of higher learning, may be awarded credit for the senior year of high school.

To be considered for this program, the student shall:

1. Meet the early admission requirements of the college or university;
2. Submit a written request to the high school principal at the end of the eleventh year of school, signed by student and parents;
3. With parents, meet with principal and counselor for consultation;
4. Submit a letter stating educational and vocational goals, plans for attaining them, and ways in which early admission will assist in reaching these goals, and agree to forego all activities and awards attendant to the high school senior class except receipt of the diploma;
5. Be accepted into an early admission program by an accredited institution of higher learning.

To be eligible for graduation from the high school, the student shall:

1. Satisfactorily complete the college freshman year including all courses prescribed by the high school principal as acceptable for the required high school credits; and
2. Make all necessary arrangements with the high school for participation in commencement exercises, if desired and feasible.
High school students who are in good standing may earn high school credit by enrolling in college level courses at an institution of higher education.¹

The institution shall be accredited by the state or by a state-approved accrediting agency. In order to qualify for college credit, a student shall:

1. Meet all the requirements for dual credit/enrollment of the college/university;
2. Have a planned high school program endorsed by guidance personnel as appropriate, including the college level course;
3. Agree to assume any financial costs associated with the college level course,
4. Obtain written permission of the high school principal and the acceptance of the college admissions officer; and
5. Continue to be enrolled in their base high school.

Upon receipt of the course grade transmitted directly from the institution of higher education, the high school shall grant credit on a term-to-term basis. Such grades shall be included in the computation of the student's cumulative grade-point average as consistent with the district's grading policy.

Legal Reference:

1. TRR/MS 0520-1-3-.06(4)(b).

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By Knox County Law Director 1/27/2016
/Gary T. Dupler/Deputy Law Director
High school course credit (i.e. e-learning courses, distance learning courses, etc.) earned outside the district shall be accepted only with prior written permission of the high school principal and only within the following limiting conditions:

1. Institution awarding course credit is accredited by the state or by a state-approved accrediting agency.

2. Makeup credit may be allowed for a failed course that will enable the student to graduate with his/her class.

3. New course credit may be allowed only in the case of a student who, for reasons beyond the student's control, is unable to schedule the course in the base high school, or the new course credit will enable the student to graduate with his/her class.

4. Credit should be allowed only for courses which provide a final examination covering all terminal objectives of the particular curriculum framework of the Tennessee Department of Education.

5. All financial costs associated with the course work will be assumed by the student.

6. Enrollment for courses outside the district must be in addition to the minimum number of school courses in which the student is required to be enrolled at all times.

Upon receipt of the course grade transmitted directly from the granting institution, the receiving high school shall grant credit on a term-to-term basis. Such grades shall be included in the computation of the student's cumulative grade-point average as consistent with the district's grading policy.

Approved as to Legal Form
By Knox County Law Director 1/27/2016
/Gary T. Dupler/Deputy Law Director
### Section I: Instructional Goals and Objectives

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Credit-bearing work-based learning activities are intended to serve as a capstone experience by which students can pursue the goals laid out in their required Plan of Study. Students practice and demonstrate the professional skills that are most valued by employers and postsecondary institutions and compile a portfolio of work samples and references that serve as evidence of their abilities. The Tennessee Department of Education (TDOE) policies address stand-alone credit-bearing experiences such as, but not limited to Apprenticeships, Clinical Internships, Service Learning classes, and Supervised Agriculture Experience.

Knox County Schools will follow all TDOE General Policies for Credit-Bearing Work-Based Learning (WBL). The policies establish minimum general requirements for any credit-bearing work-based learning opportunity.

Relation to Student’s Plan of Study and Graduation Requirements:

Capstone WBL experiences and training must be aligned with the student’s updated Plan of Study, as required in State Board of Education (SBE) High School Policy, equate to a full-time equivalent credit, meet the standards of the Career Practicum or other WBL course in which they are enrolled, and facilitate intentional progress toward the attainment of knowledge and skills necessary to pursue the student’s postsecondary and career goals.

Participating students must be on track to meet the requirements for graduation or program completion as adopted by the State Board and may earn WBL credit over the summer term as long as all WBL program requirements are met.

Students participating in WBL activities must be at least 16 years of age.

Students must demonstrate a 90% attendance rate unless otherwise agreed upon prior to the start of the WBL experience and deemed acceptable to the workplace mentor and WBL Coordinator.

Students must exhibit work readiness attitudes and skills as determined by the teacher and employer and consistent with the Tennessee Department of Education WBL Policy and Implementation Guides before beginning a WBL experience (SBE High School Policy 2.103)

If a student is enrolled in a capstone WBL placement for credit, the time spent at the WBL placement may be considered school enrollment time as outlined in the TDOE Student Membership and Attendance Procedures Manual.

The capstone WBL course, *Work-Based Learning: Career Practicum (6105)*, may be used as the third or fourth course for any Career and Technical Education (CTE) Program of Study or area of elective focus and may count toward CTE concentrator status. Students may earn up to two credits per school year in
work-based learning courses. Students in capstone WBL experiences should earn credit through the Career Practicum course or another appropriate WBL clinical or practicum course code.

Introductory WBL courses, including but not limited to Career Exploration (6166), are intended for general education purposes and, as such, shall not count toward a student’s CTE Program of Study or area of elective focus.

Prior approval must be obtained by the CTE Director or Special Education Director, respectively, before students can be placed in occupations that require use of the Hazardous Occupations Exemption Form.

Knox County Schools will follow the Work-Based Learning Policy Guide established by the Tennessee Department of Education (TDOE) which includes the policies for the implementation of credit-bearing work-based learning experiences.
HOMEBOUND INSTRUCTION

Students considered for homebound-instruction must have a health impairment of sufficient seriousness as certified by a licensed doctor of medicine or osteopathy that prohibits them from regular school attendance.

Students with disabilities previously certified as eligible under IDEA and state regulations will receive (if determined eligible by the IEP-Team) homebound services.

Children with medical conditions of a short duration or temporary nature, and not previously certified with a disability pursuant to IDEA and state regulations, will receive (if determined eligible by the S-Team) homebound services.

All homebound placements shall be temporary. Homebound placements shall not exceed thirty (30) school days duration unless there is a medical necessity that requires extended homebound instruction. In that case, a homebound placement shall be reviewed at intervals of thirty (30) school days to ensure the appropriateness of the provision of instruction and appropriateness of continuing the homebound placement.¹

HOMEBOUND SERVICES PROVIDED FOR STUDENTS POST-PREGNANCY

The homebound instruction program for post-pregnancy students shall consist of three (3) hours of instruction per week for a period of six (6) weeks.²

The student's physician shall state, in writing, the student's condition for eligibility for homebound instruction, with an estimated date for delivery.

A homebound instruction program for longer than the six (6) week period shall be provided only to a student who is certified in writing by her physician as having health complications arising from the pregnancy that prevent her from returning to regular classes.

Legal Reference:
1. TCA §49-10-1102
2. TRR/MS §0520-1-2-.10

Approved as to Legal Form
By Knox County Law Director 6/15/2016
/Gary T. Dupler/Deputy Law Director
The Knox County Board of Education is committed to providing an appropriately challenging academic environment, which focuses on high achievement standards through general, Career and Technical Education, or special education.

IDENTIFICATION

Gifted and Talented students will be identified in grades K-12 using a variety of assessment information and multiple criteria. The identification process will represent students among all gender, cultural/ethnic background, and socio-economic status.

Kindergarten through 2nd Grade:

A formal screening is administered at the end of the second grade year. This screening helps identify students with creativity and leadership skills as well as task commitment.

3rd through 12th Grade:

Students will be identified through formal and informal assessment instruments such as standardized tests, performance assessments, expression of motivation and achievement, leadership qualities, and teacher/parent recommendations.

Students identified through a formal assessment process in grades Kindergarten through 12 who 1) meet the state criteria for intellectually gifted, and 2) whose needs cannot be met by the general education curriculum with appropriate enhancements or modifications, may receive special education services.

CURRICULUM AND INSTRUCTION

Kindergarten through 2nd Grade:

The regular classroom teacher, through collaboration and consultation with the Gifted and Talented Coach, will provide resources to meet the needs of identified students. The Gifted and Talented Coach works with classroom teachers to provide rigorous and differentiated lessons for advanced students. Additionally, magnet schools and program are available to students through an application process and as requested by transfer.

3rd through 5th Grade:

The Gifted and Talented program utilizes the expertise of coaches who work with teachers and students to provide opportunities for advanced learning throughout the content areas. Gifted and Talented Coaches work with teachers to support advanced students through engaging, meaningful, and challenging learning. This learning may come in the form of flexible grouping, curriculum compacting, tiered assignments, and
acceleration, co-teaching, modeling or enrichment activities. The Gifted and Talented program may utilize technology to provide access to distance learning and self-paced courses for students needing additional enrichment.

Gifted and Talented Coaches work with advanced students who have been identified using multiple sources of data, through whole group sessions or small flexible groups. Coaches collaborate with administrators, instructional coaches and teachers to plan lessons and activities that support and extend the grade-level curriculum for advanced learners and/or identified students. Additionally, magnet schools and programs are available to students through an application process and requested by transfer.

6th through 12th Grade:

The curriculum offered to intellectually gifted or academically talented students includes advanced placement courses or attendance/participation in unique learning opportunities or programs available to Knox County students. The Gifted and Talented program utilizes technology to provide access to distance learning and self-paced courses for students needing additional enrichment not offered in their base school. Middle school teachers work with Gifted and Talented Coaches who provide resources, professional development, and consultation. Honors, Advanced Placement, International Baccalaureate, Dual Credit and Dual Enrollment courses are available to qualifying students. Additionally, magnet schools and programs are available to students through an application process and as requested by transfer.
The Board shall provide access to a free appropriate public education to all children with disabilities ages 3-21, inclusive, residing within the jurisdiction of the school system. The plan for implementation of appropriate instruction and special education services shall be in accordance with the current Rules, Regulations, and Minimum Standards of the State Board of Education, and state and federal law.

The Board shall develop and periodically update a local plan for providing special education services for students with disabilities. Specifically, the Board assures that:

1. All students with disabilities living within the school district have available to them a free, appropriate public education with special education and related services designed to meet their unique needs provided in the least restrictive environment.

2. The provision of educational services will comply with procedural safeguards required by state and federal law.

Legal References:

1. TRR/MS § 0520-1-3-.09.
2. TCA § 49-10-101 et. seq.
3. 20 USC § 1400 et. seq.

Approved as to Legal Form 6/19/2017
By Knox County Law Director
/Gary T. Dupler/Deputy Law Director
The following shall be adhered to in administering a student club/activities program:

1. Only clubs or student activities approved by the principal will be considered as school sponsored and allowed to operate using the name of the Board of Education or the school’s name. Non-school sponsored clubs or student activities shall not conduct their activities on school property without prior permission from the principal.

2. All school sponsored clubs/student activities must have a faculty sponsor in order to be approved as school sponsored.

3. All student activities/clubs, to include their scheduled meeting times, whether before, during, or after school hours, must have the approval of the principal.

4. Student activities/clubs occurring before or after regularly scheduled school hours, must be made known to the principal.

5. No student shall be required to attend a school-sponsored student activity that is scheduled at a time which conflicts with the student’s religious practices.

6. Student groups shall not participate in state or national activities which are not listed as approved activities by regional accrediting associations or state and national principals' associations without the approval of the Superintendent.

7. A student on out-of-school suspension shall not be permitted to participate in school-associated or school-sponsored activities.

8. Activities which restrict participation because of race, color, religion, sex, disabilities, or national origin are forbidden.

9. Schools shall include a listing of all extracurricular clubs and activities in the school’s student handbook and on the school’s website. The listing shall include the various organizations’ mission statements and any associated fees.

10. Parents may prohibit their child’s participation in any extracurricular activity by providing written notification of such to the school principal.
Interscholastic athletics shall be administered as a part of the regular school program and shall be the principal's responsibility. The principal or his designee must accompany an athletic team on trips.

The Bylaws of the Tennessee Secondary School Athletic Association (TSSAA) shall regulate the operation and control of secondary athletics.

School athletics shall be coached only by persons on contract to the Board of Education and approved by the Tennessee Secondary School Athletic Association.

There shall be an annual physical examination of every student prior to his participation in interscholastic athletic practice. Cost of the examination shall be borne by the parent or guardian of the student. These records shall be on file in the principal's office.

Every participant in athletics shall participate in the Knox County Schools Athletic Insurance Program.

There shall be no practice of organized school athletics schedules within the school day without approval of the Superintendent.

Each school may play two home athletic events during the school day without requesting permission from the Board of Education.

The conduct of players, spectators, or school personnel reflects directly upon the school system as a whole. Therefore, conduct of players, spectators, or school personnel that does not exemplify the best sportsmanship may result in that school's program, players, spectators, or school personnel being suspended from attendance or participation in the sport concerned with the infraction. The Board of Education will determine the duration of the suspension.

Maximum admission prices to all athletic events shall be approved by the Board of Education, upon the recommendation of the Superintendent.

SCHEDULING OF ATHLETIC CONTESTS

A. District/regional games shall be scheduled first.

B. **No contract shall be signed until the following process is complete:**
   1. Complete the schedule and submit to the principal for approval.
   2. Upon approval by the principal, submit to the Superintendent's office for final approval.

C. If an adequate schedule is not obtained by each school, a rescheduling meeting shall be designated by the Superintendent's office to resolve existing problems.

D. No contracts are to be signed prior to the Superintendent's approval of the schedule.
Middle School basketball and track are sanctioned sports of the Knox County Schools and will be regulated by administrative procedures.

ELIGIBILITY OF HOME SCHOoled STUDENTS FOR PUBLIC SCHOOL INTERSCHOLASTIC ATHLETICS

As a member of the Tennessee Secondary Schools Athletic Association, the Knox County Schools shall honor the bylaws of the TSSAA with respect to home school students’ participation in TSSAA sanctioned public school interscholastic athletic activities. The following conditions shall also apply to home school students seeking to participate in the Knox County Schools Interscholastic athletics program:

1. Home school students who meet the requirements established by the TSSAA and who meet all other eligibility and selection criteria set forth by the school and the coach will be allowed to participate on an interscholastic athletic team of their zoned school. With regard to sports that do not require tryouts for eligible Knox County Schools students, participation will be allowed pursuant to the compliance with the requirements listed in this policy. With regard to sports requiring tryouts, compliance with the requirements listed in this policy will only ensure the opportunity to tryout and will not ensure a position on the respective team.

2. If selected for membership on the zoned school athletic team, home school students will be subject to all rules, requirements and restrictions that are applicable as members of the team and the school community;

3. Home school students shall pay all fees associated with each sport in which they may participate and these fees shall be paid in full prior to the first contest of the regular season.

4. In the event that the Knox County School’s insurance provider does not extend coverage to an athlete, that athlete must provide proof of independently secured catastrophic coverage, and liability coverage, with the school system as a named insured, of not less than the limits set forth in Tennessee Code Annotated § 29-20-403.

Legal References:
1. TRR/MS § 0520-1-3-.08(2)(b).
2. TCA § 49-6-1002(a).
3. TCA § 49-6-3050(c); By Laws, Tennessee Secondary School Athletic Association, Article II, Section 25.

Approved as to Legal Form 6/19/2017
By Knox County Law Director
/Gary T Dupler/Deputy Law Director
State Board of Education rules and Tennessee Secondary School Athletic Association (TSSAA) rules require that any child, regardless of age, who participates in interscholastic sports, must have an annual physical exam before participating.

Examinations of students who participate in interscholastic athletics shall be reported using the “Pre-participation Physical Evaluation and Consent for Athletic Participation Form”. The sports clearance form may be completed any time after April 15. The form can be obtained by a health care provider or by going to the Knox County Schools website.

Children not covered by private or public health insurance can consult with the local health department for a health maintenance exam.

Legal References
1. 0520-01-03-.08 Pupil Personnel Services

Approved as to Legal Form
By Knox County Law Director 1/27/2016
/Gary T. Dupler/Deputy Law Director
Beginning to advanced Career and Technical skill training is available for upgrading or developing new skills for adults ages 18 and older.

**ADULT APPRENTICESHIP EDUCATION**

The Knox County Adult Apprenticeship program is a contracted partnership with local business and industry to provide a combination of on-the-job training (OJT) and related classroom instruction under the supervision of a journey-level craft person or trade professional in which workers learn the practical and theoretical aspects of a highly skilled occupation.

After completing an apprenticeship program, the worker’s journey-level status provides an additional benefit of nationwide mobility at journey level scale.

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Legal Reference:

1. TCA §49-6-501

Approved as to Legal Form

By Knox County Law Director

/Gary T. Dupler/Deputy Law Director
### Section I:

**Knox County Board of Education Policy**

<table>
<thead>
<tr>
<th>Instructional Goals and Objectives</th>
<th>Organization for Instruction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Descriptor Term:</td>
<td>Issued:</td>
</tr>
<tr>
<td>I-190</td>
<td>7/95</td>
</tr>
</tbody>
</table>

**Descriptor Code:**

**Reviewed:** 5/17

**Revised:** 8/17

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Some system-wide uniformity of organization is necessary to ensure efficient administration and quality education for pupils. A reasonable degree of flexibility in the general framework however permits each school to make adjustments and adaptations in order to fit local conditions and facilities.

**ELEMENTARY SCHOOL PROGRAM, GRADES K – 5**

The instructional program in the elementary school provides for emphasis on the basic skill areas of language arts and mathematics. Additional skills and content are provided through the instructional areas of social studies, science, health and safety, music, art and physical education.

**KINDERGARTEN**

A program is available for every child who is five years old. Emphasis is placed upon active learning in a workshop atmosphere. Classrooms are organized into centers, with emphasis on the use of manipulative materials. The daily program provides activities that are both stimulating and quiet, student-choice and teacher-directed, and large and small groups. Skills and content objectives are identified in curriculum guides.

**GRADES 1 – 5**

Although educational specialists provide part time instruction, elementary teachers are responsible for the total instructional program. Skills and content objectives are identified in curriculum guides for each subject area. The curriculum shall be integrated across subject areas, and the daily program shall be organized into flexible blocks of time. Classes shall be self-contained and heterogeneous. Within each class students shall be ability grouped for reading and mathematics. Classes in grades 3-5 may departmentalize by subject following an approved plan for instruction.

**MIDDLE SCHOOL PROGRAM, GRADES 6 – 8**

The organization of the middle school provides for continued emphasis on the basic skills of learning and assists pupils in making the transition from the elementary school to the high school. The middle school offers specialized instruction in each subject area and, at the same time, includes exploratory courses and activities.

Middle school pupils are provided a home base, and the subject areas of language arts, social studies, mathematics, and science are taught in the same area of the building by a team of teachers, each specializing in one or more of the four subject areas. A group of approximately 120 pupils, divided into four heterogeneously grouped classes, is assigned to each team of teachers. In most teams each contact area teacher instructs a reading class within the team. Special area teachers instruct pupils in art, band, choral and general music, physical education, health, computer technology, and group guidance.
SECONDARY SCHOOL PROGRAM, GRADES 9 – 12

The guiding principle for organizational framework at the secondary level is to provide support for tailoring educational opportunities to the interests, needs, and aptitudes of the individual student.

ACCREDITATION

The Knox County Board of Education adheres to the principles and standards for secondary school membership in the Southern Association of Colleges and Schools. High school personnel, programs, schedules, materials, organizations, and physical facilities shall comply with current requirements in order to ensure that all Knox County secondary schools are accredited by the Association.

PUPIL PLACEMENT

The criteria for placement of pupils in the secondary program should include the following sources:

1. Achievement and scholastic aptitude test data
2. Teacher recommendation
3. Scholastic grades
4. Course offerings and competency requirements
5. Career goals of the pupil
6. Parent and pupil preference
Classes shall be limited to the following maximum sizes:\(^1\)

<table>
<thead>
<tr>
<th>Grade Level</th>
<th>Average</th>
<th>Maximum Class Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>K – 3</td>
<td>20 students</td>
<td>25 students</td>
</tr>
<tr>
<td>4 – 6</td>
<td>25 students</td>
<td>30 students</td>
</tr>
<tr>
<td>7 – 12</td>
<td>30 students</td>
<td>35 students</td>
</tr>
<tr>
<td>Career and Technical Education,</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grades 7 – 12</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9-12 schools that use the</td>
<td>25* students</td>
<td>25 students</td>
</tr>
<tr>
<td>career academy or small</td>
<td>30 students</td>
<td>35 students</td>
</tr>
<tr>
<td>learning community model</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The Board may allow class size limits to be exceeded in such areas as instrumental and vocal music classes if in its judgment the effectiveness of the instructional program in these areas is not impaired.\(^2\)


Legal References:

1. TCA § 49-1-104.
2. TRR/MS § 0520-1-3.03(3)(b).

Approved as to Legal Form 8/30/2018
By Knox County Law Department

/Gary T. Dupler/Deputy Law Director
Selection

The selection of textbooks and instructional materials shall be completed according to the laws and policies required by the State of Tennessee and the State Textbook and Instructional Materials Quality Commission. The responsibility for textbook and instructional materials selection rests with the local textbook selection committees subject to approval by the Board.\(^1,2\) The Director of Schools shall establish a procedure for providing the citizens of the community an opportunity to examine proposed textbooks and instructional materials prior to their final adoption,\(^1\) including public notice of time and location at which materials may be examined.

Distribution

The instructional resources designee shall be appointed by the Director of Schools to be responsible for the purchase and distribution of textbooks and instructional materials in each school. The principal shall be responsible for seeing that each student receives the required textbooks and instructional materials at no cost to the student.\(^2\)

Care of Textbooks and Instructional Materials:

Textbooks and instructional materials are property of the Board and shall be returned at the end of the school year, upon completion of the course, or upon withdrawal from a course or school.\(^3\) Administrators are to communicate with parents and students stating that they will be responsible for any textbooks or instructional materials issued.

The following reimbursement schedule shall be used as a guide for collecting fines for lost or destroyed textbooks and instructional materials:

<table>
<thead>
<tr>
<th>Age of Material</th>
<th>Amount Collected</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - 2 years</td>
<td>100% of replacement cost</td>
</tr>
<tr>
<td>3 - 4 years</td>
<td>75% of replacement cost</td>
</tr>
<tr>
<td>5 or more years</td>
<td>50% of replacement cost</td>
</tr>
</tbody>
</table>

The Board shall approve and periodically review a schedule of fines for damaged textbooks and instructional materials. In cases where the material is damaged to the extent it is no longer useable, the amount collected shall conform to the reimbursement schedule for lost or damaged textbooks and instructional materials.

If, after hearing the student’s explanation and other investigation as necessary, the principal determines that there has been willful or preventable loss or damage of the textbook or instructional material, he shall assess the appropriate fine and notify the parents in writing.
The principal may include with the notice a provision stating that failure to pay the fine imposed within a reasonable time may result in the imposition of one or both of the following sanctions:

1. Refusal to issue any replacement textbooks or instructional materials until restitution is made; and

2. Withholding of all grade cards, diplomas, certificates of progress, or transcripts until restitution is made.

The principal may waive the assessment of fines when in his judgment the student is the victim of uncontrollable circumstances or not responsible for the damages.³

Legal References:
1. T.C.A. § 49-6-2207(C)(1).
2. T.C.A. § 49-3-310(1)(A).
3. T.C.A. § 49-3-310(1)(C).

Approved as to Legal Form 10/23/2017
By Knox County Law Director
/Gary T. Dupler/Deputy Law Director
Teachers, school administrators, and instructional supervisors/specialists will work together to select appropriate high quality instructional materials. Such materials could include (but are not limited to) books, magazines, newspapers, journals, and video, audio, digital, and web resources.

Selection of instructional materials will be based on the criteria listed below and should be continuously re-evaluated in relation to changing curriculum content, pedagogical research, and the needs of students, teachers, and administrators.

All resources used during a course of study or in conjunction with school-wide activities will be openly disclosed to parents/guardians and other stakeholders sufficiently in advance of their use with students for parents to request an alternate assignment should they have a concern about the selected materials. Alternate assignments will receive the same level of instructional and assessment rigor as the primary assignment. Instructional materials prescribed within the established curricula for Advanced Placement, dual enrollment, dual credit and International Baccalaureate Programme courses are on a post-secondary level and are considered appropriate for this level of academic endeavor. Enrollment in these courses constitutes acceptance of the instructional program. Alternate assignments will not generally be available for this level of coursework.

The Director of Schools will establish an administrative procedure for review and selection of materials subject to this policy. Particular attention will be paid to addressing the suitability of instructional materials that include content which might be considered sensitive by parents or students (for example, materials that contain coarse language, graphic violence, explicit sexual content, illegal use of drugs or alcohol). The Director of Schools will also establish a procedure for the reconsideration of approved materials as may be requested by parents or staff members.

**CRITERIA FOR SELECTION**

- Educational purpose (as defined by state standards)
- Contribution the subject matter makes to the curriculum and to the interests of the students
- Appropriateness to social, emotional, and intellectual level of intended audience
- Favorable reviews found in standard selection sources
- Favorable recommendations based on preview and examination of materials by professional personnel
- Reputation and significance of the author, producer, and publisher
- Validity, currency, and appropriateness of the material
- Contribution the materials makes to the breadth of representative viewpoints on controversial issues
- High degree of potential user appeal
- High artistic quality and/or literary style
- Quality and variety of format
- Value commensurate with cost and/or need
- Timeliness or permanence of the content
<table>
<thead>
<tr>
<th>Section I: Instructional Goals and Objectives</th>
<th>Knox County Board of Education Policy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reconsideration of Instructional Materials and Textbooks</td>
<td></td>
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<table>
<thead>
<tr>
<th>Descriptor Term:</th>
<th>Descriptor Code:</th>
<th>Issued:</th>
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<tbody>
<tr>
<td>I-212</td>
<td>7/95</td>
<td></td>
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<tr>
<td>Reviewed:</td>
<td>Revised:</td>
<td></td>
</tr>
<tr>
<td>5/17</td>
<td>8/17</td>
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</tbody>
</table>

The Board supports principles of intellectual freedom inherent in the First Amendment of the Constitution of the United States and expressed in the Library Bill of Rights of the American Library Association.

Because opinions differ, there may be questions concerning some instructional and library materials despite the quality of the selection process.1

Parent(s) or guardian(s) may request in writing to the teacher that a student not be required to read a book, use certain materials, or participate in an activity. The request should include grounds or basis for exemption. The teacher should respond in writing with alternative plans. If the request to the teacher is denied, then a written request may be submitted to the principal.

No student who is granted such a request shall be penalized academically for his failure to participate in an activity, read a book, or use certain materials.

The final decision concerning the use of controversial materials shall rest with the Board.

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Cross Reference:

1. Knox County Schools Administrative Procedure I-212.
The Board supports the right of employees and students to have reasonable access to information from electronic media and believes it incumbent upon them to use this privilege in an appropriate and responsible manner.

The Director of Schools shall develop and implement appropriate procedures to provide guidance for access to electronic media. Guidelines shall address ethical use of electronic media (such as the Internet) and issues of privacy versus access for review of communication documents and electronic files and shall disallow utilization of networks for prohibited or illegal activities, the intentional spreading of embedded messages or the use of other programs with the potential of damaging or destroying electronic files. Written guidelines shall specify acceptable uses, rules of online behavior, access privileges and penalties for policy/procedural violations. These guidelines will be provided to any person who may use the system in any capacity.

Parents/guardians wishing to deny independent access to electronic media involving district technological resources may do so by returning a signed right of refusal form supplied by the school. This document shall be kept on file as a legal, binding document. To modify or rescind the agreement, the user's parent/guardian must provide the principal with a written request.

The same criteria of educational suitability used for review and reconsideration of other instructional resources shall be used when questions arise concerning access to specific electronic media. These processes should be in compliance with school board policy for Selection of Instructional Materials Other than Textbooks (I-211) and Reconsideration of Instructional Materials and Textbooks (I-212).
Knox County Schools operates and maintains a website for the purpose of serving as a resource for students, staff, parents and community members. Every school should have a web page housed on the district website.

The district website and individual school pages are valuable communication tools that provide users access to the latest news and announcements, important dates and information, and access to password protected portals.

All information must accurately reflect the mission, goals, policies, and activities of the district. The Director of Schools has the authority to require changes if the quality or propriety of appearance or content is called into question. Website content should be created to provide one of the following:

1. Curriculum and instruction support – Provide relevant resources for students, parents, and staff in the district;

2. Public information -- Communicate information about the district and schools to students, staff, parents, community and others; and

3. District technology support -- Provide and respond to instructional and administrative technology needs of students and staff.

The Director of Schools shall develop administrative procedures for the development of web pages including content, quality and consistency standards and shall designate an individual(s) to be responsible for maintaining and monitoring the website activity. A school principal shall make such designation for individual school pages. All web pages shall comply with Section 504 and include an e-mail address and phone number for a designated contact person.

The Director of Schools and school principal, respectively, are ultimately responsible for the accuracy and appropriateness of information made available on the website and school pages, and any concerns should be directed to those individuals. If the concern is not resolved, persons who wish to file a formal complaint shall submit a written request for reconsideration.

Web sites developed under contract for the school district or within the scope of employment by district employees are the property of the school district.

All material on the site is copyrighted unless otherwise indicated.

Legal Reference:

The Knox County Schools provides access to the Internet as an instructional resource. The Board understands that staff and students need reasonable access to various information formats and believes it incumbent upon the staff and students to use this privilege in an appropriate and responsible manner. The Knox County Schools Internet Safety and Acceptable Use Policy is intended to prevent unauthorized access and unlawful activities by users online, prevent unauthorized disclosure of or access to sensitive information, and to comply with the Children’s Internet Protection Act (CIPA). This policy applies to all Knox County Schools (KCS) students and employees, as well as volunteers, interns and contractor personnel, whose access to, or use of, Internet and/or e-mail services is provided by the Knox County Schools.

CIPA COMPLIANCE

The Director of Schools will develop and maintain procedures for the appropriate use of the Internet by staff and students. Internet safety measures will include:

A. Controls for access to inappropriate matter by minors on the Internet and the World Wide Web;
B. Provide a safe and secure environment for minors when using electronic mail, chat rooms, and other forms of direct electronic communications;
C. Prevention of unauthorized access, including “hacking” and other unlawful activities online;
D. Prevent the unauthorized disclosure, use and dissemination of personal information of minors;
E. Use of technology to block or filter Internet access to material that is obscene or harmful to minors; and
F. Monitor the online activities of minors.

STUDENT INTERNET SAFETY

Students will receive instruction in the safe and responsible use of the Internet as a part of any instruction using devices that provide access to the Internet. Internet Safety instruction for students will include but not be limited to appropriate online behavior, interaction with others while using social networking websites or chat rooms, and awareness of the impact and consequences of cyber-bullying.

Students must abide by all laws, the Acceptable Use Policy, and all district security policies when using the district network.

EXPECTATIONS AND ACCEPTABLE USE OF INTERNET

The Guidelines for Acceptable Use of Electronic Media (KCS Publication MC-108) apply to all Knox County Schools students and employees as well as volunteers, interns and contractor personnel, whose access to, or use of, Internet and/or e-mail services is provided by or through Knox County Schools.

A. All users shall act in a responsible, ethical, and lawful manner when using the school district’s Information Technology resources.
B. Users observing any illegal activities shall report these activities to the appropriate school district administrator.

C. Staff members who supervise students, control electronic equipment, or otherwise have occasion to observe student use of said equipment online shall monitor the use of this equipment to assure that it conforms to the mission and goals of the Knox County School District.

- Parents/guardians wishing to deny independent access to electronic media involving district technological resources may do so by returning a signed right of refusal form supplied by the school. This document shall be kept on file as a legal, binding document. (In order to modify or rescind the agreement, the user’s parent/guardian must provide the Principal with a written request.)

D. Employees shall sign Acceptable Use of Electronic Media Agreement (KCS Publication MC-107). Even without signature, all users shall follow this policy and report any misuse of the network or Internet to a teacher, supervisor, or other appropriate District personnel.

UNACCEPTABLE USES OF THE COMPUTER NETWORK OR INTERNET

The District reserves the right to take immediate action regarding activities on its network that (1) create security and/or safety issues for the District, students, employees, schools, network or computer resources, or (2) other activities as determined by the District as inappropriate. The following are examples of inappropriate activity on the District network:

A. Violating any state, federal, or municipal ordinance, such as: accessing or transmitting pornography of any kind, obscene depictions, harmful materials, materials that encourage others to violate the law, confidential information or copyrighted materials

B. Criminal activities that can be punished under law

C. Selling or purchasing illegal items or substances

D. Causing harm to others or damage to their property, such as:

1. Using profane, abusive language; threatening, harassing, or making damaging or false statements about others or accessing, transmitting, or downloading offensive, harassing, or disparaging materials

2. Deleting, copying, modifying, or forging other users’ names, emails, files, or data; impersonating other users, or sending anonymous email;

3. Damaging computer equipment, files, data or the network in any way, including intentionally accessing, transmitting or downloading computer viruses or other harmful files or programs, or disrupting any computer system performance;

4. Using any computer or other electronic device to pursue “hacking”, internal or external to the District, or attempting to access information protected by privacy laws;
E. Using the network or Internet for Commercial purposes, such as:

1. Using the network for personal financial gain
2. Using the network for personal advertising, promotion, or
3. Conducting for-profit business activities and/or engaging in non-government related fundraising or public relations activities such as solicitation for religious purposes, lobbying for personal political purposes.

INTERNET FILTERING

The District will use technology protection measures on all district networks for all Internet-enabled devices to block or filter the access of material that is obscene, pornographic, and harmful to minors. The District reserves the right to monitor users’ online activities and to access, review, copy, and store or delete any electronic communication or files and disclose them to others as it deems necessary. Users should have no expectation of privacy regarding their use of District property, network and/or Internet access or files, including e-mail.

The categories of material considered inappropriate and to which access will be blocked will include, but not be limited to: nudity/pornography; images or descriptions of sexual acts; promotion of violence, illegal use of weapons, drug use, discrimination, or participation in hate groups; instructions for performing criminal acts, and online gambling.

The Director of Schools or the Director’s designee will consider requests from users who wish to use a blocked site for bona fide research or other lawful purposes. This permission will be granted for a specific period of time and internet activity will be logged and reported to the District Network Administrator during this period.

PENALTIES FOR IMPROPER USE

Any violation of District technology resources or violation of this policy by students may lead to disciplinary and/or legal action including, but not limited to, suspension or expulsion.

Any violation of District technology resources or violation of this policy by staff may lead to reprimand, suspension, dismissal from District employment, or criminal prosecution by government authorities.

PARENTAL RESOURCES

Parents and students will be given access to materials to raise awareness of the potential dangers posed by Internet use and manners in which the Internet may be used safely.

Parents of students in the Knox County School District shall also be provided with the following documents:

1. Acceptable Use of Electronic Media Agreement (MC-107)
2. Guidelines for Acceptable Use of Electronic Media (MC-108)
In order to define the fair and reasonable use that employees may make of copyrighted work for educational purposes without the permission of the copyright owner and to reduce the risk of copyright infringement, the Board requires the following:

1. All employees shall adhere to the provisions of the United States Code regarding the copying and/or the use of copyrighted materials;¹ (See Board Policy I-231.)

2. The Director of Schools shall establish specific regulations regarding the copying, distribution and use of copyrighted materials for instructional purposes;

3. Each school library shall maintain a file of sample form letters of request which may be used by teachers when requesting the use of copyrighted media.

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¹ Legal Reference:

1. Title 17 of the U.S.C.A.

Approved as to Legal Form 6/19/2017
By Knox County Law Director
/Gary T. Dupler/Deputy Law Director
LITERARY MATERIALS

Single Copying for Teachers

A single copy may be made of any of the following by or for a teacher at his individual request for his/her scholarly research or use in teaching or preparation to teach a class:

1. A chapter from a book;
2. An article from a periodical or newspaper;
3. A short story, short essay, or short poem, whether or not from a collective work; or
4. A chart, graph, diagram, drawing, cartoon or picture from a book, periodical or newspaper.

Multiple Copies for Classroom Use

Multiple copies (not to exceed one copy per student in a course) may be made by or for the teacher giving the course for classroom use or discussion, provided that:

1. The material copied is brief and the copying is spontaneous and noncumulative as measured by the definitions of brevity, spontaneity and cumulative effect below; and
2. Each copy includes a notice of copyright.

DEFINITIONS

Brevity: A reproduced work is brief if it consists of the following:

1. Poetry: Not more than (a) a complete poem if fewer than 250 words and if printed on not more than two pages or (b) an excerpt from a longer poem if the excerpt is not more than 250 words. These numerical limits may be expanded to permit completion of an unfinished line of poetry.
2. Prose: Not more than (a) a complete article, story or essay of fewer than 2,500 words or (b) an excerpt from any prose work of not more than 1,000 words or ten percent of the work, whichever is less, but in any event a minimum of 500 words. These numerical limits may be expanded to permit completion of an unfinished prose paragraph.
3. Illustration: Not more than one chart, graph, diagram, drawing, cartoon or picture per book or per periodical issue.
4. Special works: Certain works in poetry, prose or in poetic prose which often combine language with illustrations and which are intended sometimes for children and at other times for a more general audience, often fall short of 2,500 words in their entirety. Paragraph 2 above notwithstanding, such special works may not be reproduced in their entirety; however, an excerpt of no more than two of the published pages of such special work containing no more than ten percent of the words found in the text thereof may be reproduced.

**Spontaneity:** Reproduction of a copyrighted work is spontaneous if:

1. The copying is at the instance and inspiration of the individual teacher; and

2. The inspiration and decision to use the work and the moment of its use of maximum teaching effectiveness are so close in time that it would be unreasonable to expect a timely reply to a request for permission to use the work.

**Cumulative Effect:** Reproduction of a copyrighted work is noncumulative if:

1. The copying of the material is for only one course in the school in which the copies are made (See Item 3 under prohibitions);

2. No more than one short poem, article, story, essay, or two excerpts has been copied from the same author or more than three from the same collective work or periodical volume during one class term. This section does not apply to current new periodicals and newspapers and current news sections of other periodicals; and

3. There have been no more than nine (9) instances of such multiple copying for one course during one class term. This section does not apply to current new periodicals and newspapers and current news sections of other periodicals.

**PROHIBITIONS**

Notwithstanding any of the above, the following prohibitions shall be in effect:

1. Copying shall not be used to create or to replace or substitute for anthologies, compilations of collective works. Such replacement or substitution may occur whether copies of various works or excerpts there from are accumulated or reproduced and used separately;

2. There shall be no copying of or from works intended to be consumable in the course of study or of teaching. Consumable works include workbooks, exercises, standardized tests, test booklets, answer sheets and like materials;

3. Copying shall not substitute for the purchase of books, publishers’ reprints, or periodicals; or be directed by higher authority or be repeated with respect to the same item by the same teacher from term to term; and

4. No charge shall be made to the student for the copied material.

5. The copying or use of programs transmitted via subscription services is illegal. These programs are licensed for PRIVATE/HOME use only and shall not be used in public schools.
TELEVISED MATERIAL

Guidelines for Off-Air Recording of Television Broadcast Programs by Non-Profit Educational Institutions

1. A broadcast program may be recorded off-air simultaneously with broadcast transmission (including simultaneous cable retransmission) and retained for forty-five (45) days after the date of the recording; at the expiration of the retention period, the recording must be erased or destroyed.

2. An off-air recording may be used once by individual teachers in the course of relevant teaching activities and may be repeated once only when instructional reinforcement is necessary, in the classroom or similar place of instruction or the home of a student receiving home instruction, during the first ten (10) school days. An off-air recording may be used during the remainder of the retention period only to permit teachers to evaluate its effectiveness in the instructional period.

3. Off-air recordings may be made only at the request of and used by individual teachers and may not be regularly recorded in anticipation of requests. No broadcast program may be recorded off-air more than once at the request of the same teacher, regardless of the number of times the program may be broadcast.

4. A limited number of copies may be reproduced from each off-air recording to meet the legitimate needs of teachers under these guidelines. Each such additional copy shall be subject to all provisions governing the original recording. All copies of off-air recordings must include the copyright notice on the broadcast program as recorded.

5. Off-air recordings need not be used in their entirety, but the recorded programs may not be altered from their original content. Off-air recordings may not be physically or electronically combined or merged to constitute teaching anthologies or compilations.

MUSIC MATERIALS

Permissible Uses of Music

1. Emergency copies of printed music may be made to replace purchased copies which for any reason are not available for an imminent performance, provided purchased replacement copies are substituted in due course.

2. For academic purposes other than performance:

   a. Multiple copies of excerpts or works may be made, provided that the excerpts do not comprise a part of the whole which would constitute a performable unit such as a section, movement, or aria, but in no case more than ten percent of the work. The number of copies shall not exceed one (1) copy per student.

   b. A single copy of an entire performable unit (section, movement, aria, etc.) that is (a) confirmed by the copyright proprietor to be out of print or (b) unavailable except in a larger work, may be made by or for a teacher solely for the purpose of his scholarly research or in preparation to teach a class.
3. Printed copies that have been purchased may be edited or simplified, provided that the fundamental character of the work is not distorted or the lyrics, if any, altered or added if none exist.

4. A single copy of a recording of performances by students may be made for evaluation or rehearsal purposes and may be retained by the educational institution or individual teacher.

5. A single copy of a sound recording (such as a tape, disc, or cassette) of copyrighted music may be made from sound recordings owned by the school system or by an individual teacher for the purpose of constructing aural exercises or examinations and may be retained by the system or the teacher. (This pertains only to the copyright of the music itself and not to any copyright that may exist in the sound recording.)

PROHIBITIONS

The following practices are prohibited:

1. Copying to create or replace or substitute for anthologies, compilations or collective works;

2. Copying of or from works intended to be consumable in the course of study or teaching such as workbooks, exercises, standardized tests, answer sheets, and like material;

3. Copying for the purpose of performance, except as noted in section on permissible uses;

4. Copying for the purpose of substituting for the purchase of music, except as in items 1 and 2 of section on permissible uses.

5. Copying without inclusion of the copyright notice that appears on the printed copy.

COMPUTER SOFTWARE

Permissible Uses of Computer Software

1. Archival copies may be made to serve as a back-up in case of destruction or damage of the original through mechanical failure. Such copies shall be centrally stored and only one, either the original or the copy, may be used at any one time. The archival copy must be destroyed when the program is no longer rightfully owned by the district unless the copyright owner authorizes its sale, lease or transfer as part of the sale, lease, or transfer of the original program.

2. Adaptations to the computer program will be permitted if they are required to correctly use the program.

3. Features may be added to the program so long as the altered program is not sold or given away without the original author's permission.

Prohibited Uses

1. In the absence of a license permitting the user to do so, the contents of one disk may not be loaded into multiple computers for use at the same time.
2. In the absence of a license permitting the user to do so, the contents of one disk may not be loaded into local network or disk sharing systems.

3. Illegal copies of copyrighted programs shall not be made or used on school equipment.

INTERNET

Educators and students are advised to exercise caution in using digital material downloaded from the Internet in producing their own educational multimedia programs, since there is a mix of works protected by copyright as well as works in the public domain on the Internet.

Access to works on the Internet does not automatically mean that the information can be reproduced and reused without permission or royalty payment; and, furthermore, some copyrighted works may have been posted to the Internet without authorization of the copyright holder.

OTHER EMERGING TECHNOLOGIES

Newer technologies can be easily changed or merged with one another. Their potential for manipulation, in all likelihood, will result in the creation of new copyrightable forms of expression. Emerging technologies include, but are not limited to, digital video, satellite transmission, distance learning, CDROM, on-line databases (and their downloading), informational networks, and other educational interventions which can be manipulated into new copyrightable forms of expression.

When using the new technologies, teachers need to be very aware of the potential for copyright infringement.

At the time of purchase, it is essential to specify the intended use of the media and understand the provisions of any contract a distributor includes with the media purchased. Educational applications may be enhanced if the purchase procedures are followed.

In the absence of clearly granted rights, it is recommended that teachers contact the copyright holder in writing for permission in order to manipulate or use these technologies in alternative ways. Such a course of action will assure compliance with the spirit and intent of the copyright law as it applies to the role of electronic information and its transfer and use.

FAIR USE GUIDELINES FOR EDUCATIONAL MULTIMEDIA

1. Student Use: Students may use portions of lawfully acquired copyrighted resources in their academic multimedia programs, with proper attribution and citations. They may perform and display their program for educational purposes and may retain it in their personal portfolios as examples of their academic work for later appropriate use such as job and graduate school applications.

2. Instruction in Multimedia Development: Educators may use portions of lawfully acquired copyrighted materials in the course of face-to-face teaching activities to demonstrate to students how to create multimedia programs.
3. Face-To-Face Curriculum-Based Instruction: Educators may use portions of lawfully acquired copyrighted works in producing and using their own multimedia programs as teaching tools in support of an identified curriculum.

4. Peer Conferences: Educators may perform or display their own multimedia programs created for their own curriculum-based instructional activities, which use portions of copyrighted works lawfully acquired by the educational institution, at workshops of their peers or a conference where educators are presenting works they created for students.

5. Remote Instruction: Educators may use portions of lawfully acquired copyrighted resources in producing their own multimedia educational programs to be used for curriculum-based instructional activities provided over an educational institution's electronic network, provided there are technological limitations on access to the network programs (such as a password or PIN) and on the total number of students enrolled.

OBTAINING PERMISSION FOR COPYING

A teacher may request and obtain permission to copy material from a copyrighted work; and he or she may then use the work as expressly permitted.

A copy of the written permission granted by the publisher or copyright owner shall be preserved by the Director of Schools or designee.
Section I: Instructional Goals and Objectives

Knox County Board of Education Policy

 Descriptor Term: School Libraries
 Descriptor Code: I-241
 Issued: 7/95
 Reviewed: 5/17
 Revised: 8/17

LIBRARY SERVICES

Library services shall be provided for all Knox County Schools.

Each school shall have a library which meets requirements from the State of Tennessee¹ and the standards of the American Library Association.

LIBRARY COLLECTION

The maintenance of the school’s library collection (including print materials, eBooks, databases, and digital products) is the responsibility of the library media specialist, in cooperation with teachers, students, and administrators. A collection maintenance plan is to be carried out each school year. Collection maintenance should include the following processes: Needs Assessment, Selection and Acquisition, Access and Evaluation. In addition to the materials collected and maintained for each school site, some materials and products will be provided at the district level for stakeholders to share.

GIFTS

Any acceptance of gifts to the library should be in compliance with Board policy for Gifts and Bequests (D-130).

STUDENT FINES

Students who destroy or damage any item in the library collection must be responsible for the actual cost of replacing or repairing such materials or equipment.² All fines should be in compliance with Board Policy J-560 “Student Fee and Fines.”

Legal references:

1. TRR/MS 0520-1-3-.07.
2. TCA § 37-10-101; TCA § 37-10-102.
# USE OF COMMUNITY RESOURCE PERSONS

The Board recognizes the value of community resource persons and agencies in the educational program and authorizes the use of such persons with approval of the principal and the Director of Schools' office.

# PATRIOTIC SOCIETIES

The principal of each school shall allow representatives of a patriotic society the opportunity to speak with students during school hours to inform the students of how the patriotic society may further a student’s educational interest and civic involvement to better their schools, communities, and themselves.

Legal References:

1. T.C.A. § 49-6-305.

Approved as to Legal Form 10/23/2017

By Knox County Law Director

/Gary T. Dupler/Deputy Law Director
Section I: Instructional Goals and Objectives

The Board recognizes that student off-campus trips are sometimes justified for the purpose of achieving the established educational goals of the school system. To safeguard the Board, its employees, and students in matters of liability, all off-campus trips must be approved in advance by the Director of Schools. Approval shall be contingent upon evidence that the trip is justified and planned according to the provisions in this policy.

All field trips must receive prior approval from the school principal before being forwarded to the Director of Schools. It is the responsibility of the principal to recommend field trips for approval ten (10) school days prior to the proposed date.

JUSTIFICATION

Personnel arranging or approving a trip should have evidence that the experience will enhance the achievement of established program objectives, and that the anticipated educational benefits of the trip will justify the financial costs and the impact upon other school programs.

It is the responsibility of the principal to approve field trips only after the educational justification and plans for any students not attending have been determined.

APPROVAL

Written prior approval is required for all off-campus trips, both curricular and extra-curricular. Approval must be obtained regardless of day of the week or time of day, and regardless of whether the event originates in a school, in the central office, or in an outside agency. The approval procedure for regular trips differs from the procedure for special trips, as described hereafter.

1. Regular trips, made on a scheduled basis and integral to the ongoing operation of an authorized program, receive blanket approval of the Director of Schools and Board when program guidelines, budgets, and schedules are approved. Examples of regular trips are the travel of interscholastic athletic teams on an approved schedule and the transporting of vocational classes to training sites on a routine basis. Requests for approval of such guidelines, budgets and schedules will be made by program administrators by letter or forms specified for the program involved.

2. Special trips include one-time trips and any others not receiving blanket approval as regular trips as described in item #1. Requests for approval of special trips must utilize the official Off-Campus Trip Approval form. Channels for approval will include the principal, the appropriate supervisor, the Director of Schools. Special trips may not be scheduled during school hours within the final five (5) days of the school year.

Public announcements regarding planned field trips or receipt of field trip monies are not to be initiated with students until the principal has been notified by the appropriate Central Office supervisor authorizing the field trip request.
PLANNING

Advanced provisions must be made for safety and educational factors, including but not necessarily limited to the following items:

1. written permission of parents
2. the safety of participants
3. adult supervision
4. activities for achieving definite educational objectives
5. student orientation and follow-up critique
6. transportation
7. financial obligations
8. instruction and supervision of students not taking the trip

Requests for approval of field trips must be submitted to the principal on a Field Trip Request Form accompanied by a Field Trip Risk Assessment Form.

OUT-OF-COUNTY FIELD TRIPS

Requests for out-of-county field trips must include required forms for field trips, including the Field Trip Risk Assessment Form. Out-of-County and Out-of-State field trips require the appropriate supervisor’s approval and must be submitted in a timely manner for this to occur before any financial commitments are made.

PARENT/GUARDIAN CONSENT

Prior to a scheduled field trip, it will be the responsibility of the supervising teacher to have signed parent/guardian permission forms on file for all participating students in the school office along with the name of the teacher supervising the trip. The departure time and return time must be clearly stated on the permission form and conveyed to students, parents, and school administration.

STUDENT PARTICIPATION/FEE WAIVER REQUESTS/SPECIAL ACCOMMODATIONS

A student with an approved fee waiver who is eligible to participate in a regular field trip may not be excluded due to inability to pay his/her portion of the trip. Accommodations for students with disabilities shall be provided (i.e., special assistance, transportation, accessibility at site).

SUPERVISION

A certificated Knox County Schools employee must accompany students on any approved trip. Any violations of school rules and/or district policies shall be reported to the principal. Adult-to-student ratios may vary but must be adequate for the field trip activity and the number and age of the students. Teachers who accompany students on field trips may request a substitute if: a) they will be away from school a major portion of the day and/or b) the majority of their students will remain at school.

Non-certificated chaperones shall be 21 years of age or older. The certificated district employee will provide the chaperones with specific information regarding their responsibilities. Chaperones shall be responsible for the continuous monitoring of student activities. Knox County personnel and chaperones shall not consume alcoholic beverages, smoke, or use illegal substances while accompanying and supervising students on field trips. Supervisors/chaperones will model the same behavior as expected on school property.
• Student roll call will be taken before leaving school and again before departing the visitation site. If any student is missing or injured, the student's parent/guardian will be contacted immediately. One district employee will remain until the absent student or his/her parent/guardian arrives at the site.

• When trips are scheduled to return after regular school hours, a certificated district employee must supervise students after returning to campus. No students are to be left at the school unsupervised.

• In the event a student is not picked up within one (1) hour of the scheduled arrival time, the supervising teacher will do the following:
  - Telephone the parent/guardian and stay with the student until the student's transportation arrives.
  - If the parent/guardian cannot be contacted and all other resources are exhausted, the police department may be called to assist.
  - In the event of unforeseen circumstances of a significant delay in return time, the supervising teacher must contact the appropriate administrator immediately.

STUDENT FOREIGN TRAVEL/STUDY PROGRAMS

District-approved foreign travel shall adhere to established KCS field trip policies and school rules. All organizations/companies supporting student foreign travel/study programs shall be duly licensed and certified by agencies such as the Council of Student International Travel or the Council on Standards for International Travel. The supervising teacher(s) shall follow all Board policies in planning, implementing, and supervising students as referenced in the Out-of-County field trip section. Parents and students will be made aware, prior to travel, that all school rules and district policies shall be followed with no exceptions. Foreign travel shall not occur during the regular school calendar and only be approved during scheduled breaks, (i.e., fall, spring, and summer). Participation in foreign exchange programs, not to be confused with foreign travel, is not subject to scheduling restrictions.

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

All international travel will be subject to approval as determined by advisories issued by the U.S. State Department. If the U.S. State Department issues a warning of the lowest level calling for U.S. citizens to "consider the safety of travel" to a particular location then it will be assumed that all KCS foreign travel will be suspended immediately. Due to the unpredictability of world affairs, approved trips can and will be cancelled should events dictate. Travel insurance shall be a required component for all foreign travel requests should cancellation of the trip is necessary.

Students who participate in a foreign travel/study program do so as an enrichment activity. KCS will not award credit for foreign travel or study programs.

FOOD AND BEVERAGE PROVISIONS/MANDATED LUNCH PROGRAM

All students eligible for a free or reduced-price lunch must be provided with a lunch when on a field trip that occurs during the regular lunch period. School cafeteria managers shall be notified in advance if a specific number of students will be participating on a field trip during the regular lunch period.
FINANCIAL ACCOUNTABILITY

The cost of the field trip will be a factor in the decision to approve the field trip. A statement of projected costs and fees to be charged for admission, transportation, etc. must be included in the field trip request.

Field trip expenses incurred by adult sponsors/chaperones should be included in determining the overall cost for the field trip; however, no profits shall be realized in excess of the cost of the trip.

Collection logs, payments, and receipts must be maintained in accordance with internal school uniform accounting procedures.

TRANSPORTATION

Parents shall assume responsibility for providing transportation for the children on off-campus trips unless transportation is specifically arranged by the school. When the school arranges transportation, it must utilize state-inspected school buses or commercial carriers except when the number of students does not warrant the expense, in which cases privately-owned vehicles may be used. When students pay the cost of a bus, a commercial carrier, or a privately-owned vehicle arranged by the school, the rate shall be negotiated by the owner and the principal. Regardless of who arranges the transportation – parent or school – liability coverage is the responsibility of owners and drivers, as the Board does not provide liability coverage except for Knox County-owned vehicles.

When school buses are used, principals are encouraged to use the buses which normally serve within the high school attendance zone involved, subject to cost and satisfactory service considerations. Bus rules must be obeyed. If any items are to be taken on the bus, they must be safely secured. The rear door must be clear at all times. The bus owner and/or the driver are responsible for enforcing this policy. The safety of the students while on the bus is a joint responsibility of the professional staff, the chaperones and the bus driver. The bus driver's primary responsibility is for providing a safe transportation method for students during the field trip. Once the students are off the bus, their conduct becomes the responsibility of the professional staff and chaperones. Off-campus trips to an out-of-country location or to a location that is greater than thirty (30) miles one way, whichever is the greater distance, shall have no more than two persons per seat for middle and high school students and three persons per seat for grades kindergarten through five.

LEASING OR RENTAL OF VEHICLES

Employees are not authorized to lease or rent any vehicle to transport students without prior authorization from the Director of Schools. Procurement procedures determined by the Knox County Purchasing Department shall be followed when school funds are used to pay for an approved leave or rental of a vehicle.

DRIVER DESIGNATION

Service providers shall submit in writing to the Transportation Department and building level administrator, or designee, the driver's name and driver identification number for all services originating at the building level.

When the school arranges for private cars to be used, the employee arranging the trip must inform drivers of their personal liability prior to listing their names on the approval form. Knox County Schools discourages students from driving to field trip events; however, in unique circumstances (as deemed by
the principal), students may drive if they hold an Intermediate Unrestricted License or a Regular Driver's License. If other students ride with a student, the student driver must have the following on file: a regular driver's license, proof of insurance, and a written parental permission to transport other students. Students who ride with another student must have written parental permission, including contact information.

Parents who transport students on field trips must provide proof of insurance to the principal. A copy of such must be on file in the principal's office.

**USAGE OF VANS**

Vehicles designed to transport more than ten (10) passengers, including the driver, shall meet school bus structural standards. Van type vehicles shall not be used for transporting students for instructional off-campus trips, athletic events, and other school approved functions.

**LIABILITY**

The Knox County Board of Education does not endorse, support, or assume liability in any way for any staff member who takes students on field trips not approved by the Board, the Director of Schools, and/or the principal.

**PUBLIC LAW 93-113, SECTION 504**

Under this federal law, no student may be deprived of an off-campus trip on the basis of handicap. The principal approving the trip shall ascertain that the appropriate accommodations have been made.

**NON-DISTRICT SPONSORED/BOARD-APPROVED STUDENT TRIPS**

Activities sponsored by non-Knox County Schools organizations, which recruit Knox County Schools students, and/or teachers to participate are neither approved nor endorsed by Knox County Schools.

- Teachers and school officials are prohibited from using their position to enlist students for a non-approved activity. Teacher and school officials are prohibited from soliciting student participation or collecting student payments during school hours for non-approved activities.

- A teacher's communication with students and/or parents regarding unofficial field trips must be independent of the school and of the teacher's employment. A teacher may not utilize the time, facilities, equipment or supplies of the district to communicate with students and/or parents regarding unofficial field trips, unless he or she follows Use-of-Facilities procedures.

- Field trips organized by individual teachers must clearly be identified as non-school sponsored activities to avoid district liability.
The Knox County Board of Education welcomes the assistance of volunteers in supporting a high quality educational experience for students in our school system. The Board recognizes that school volunteers can enhance student learning and achievement in a variety of ways. We gratefully acknowledge that the involvement of volunteers, coupled with other family and community engagement activities, can be critical to our success in effectively educating every child in the Knox County Schools. The Board appreciates the willingness of committed and qualified individuals to serve in our schools as volunteers, and this policy seeks to define the parameters for productive, educationally-beneficial and safe volunteerism in our schools.

The Board endorses a volunteer program in the schools and encourages principals to welcome volunteers in their school to augment and assist the school staff in providing an excellent education for all students. Each school is expected to have a parent-teacher-volunteer support group unless excused by the Director of Schools and the Chair of the Board.

For the purposes of this document, a volunteer is defined as an individual not paid by the Knox County Schools (KCS) who spends time in direct contact with either an individual or group of students at any time on school grounds or who may provide time free of charge to support school related activities.

All volunteers must be approved by the principal and shall serve under the supervision and direction of the professional personnel of the school to which they are assigned. Volunteers may assist Knox County Schools’ staff in the execution of their teaching and administrative duties, but school staff members retain the responsibility for the appropriate conduct of all activities. Volunteers may not provide instruction unless under the immediate oversight of a certified teacher. The primary instructional role of volunteers should be to reinforce skills taught by the professional staff.

School principals will approve appropriate tasks and activities for volunteers, which may be offered by teachers or other staff at the school level. The principal or the principal’s designee shall be responsible for training and orienting both volunteers and certified staff in the appropriate use of volunteers to support the educational mission of the school. Volunteers should receive orientation or training for the specific tasks they will be asked to perform.

To protect the KCS students and staff, the Knox County Schools reserves the right to collect certain information about volunteers who enter the school building and may potentially be in contact with students. Depending on the type of volunteer activity proposed, volunteers must submit to a background check and/or provide information about themselves. The Director of Schools will establish a procedure that delineates the type of background information that is collected for specific volunteer activities.

Volunteers working within the Knox County Schools are expected to adhere to the following standards of conduct:

- Volunteers shall treat all students equally regardless of gender, race, religion, or culture and refrain from any comments that can be construed as racist, sexist, or harassing.
• Disciplinary issues should immediately be referred to the student’s teacher.
• Should a student disclose to a volunteer instances of brutality, neglect, physical or sexual abuse or intent to harm himself or herself, the volunteer must report that to the school principal or teacher immediately.³
• Volunteers may not be in the possession of or under the influence of alcohol or illegal substances.⁴
• Volunteers will respect all statutory and regulatory requirements concerning student privacy and will not share any student information to which they may be exposed in the course of their duties.

The Board of Education may, at its discretion, defend and/or indemnify volunteers against loss, damage, or claims, depending upon the facts and circumstances of each instance. Volunteers shall at all times cooperate with the Board of Education’s investigation and defense of any such loss, damage, or claim. The Board may withdraw its indemnification or defense if the volunteer does not cooperate or continue in such cooperation.

Volunteers serve at the pleasure of the Knox County Schools. The Director of Schools or any school principal may decline the services or continued service of any volunteer at any time.

The principal of each school should ensure that volunteers receive appropriate recognition for their services.

Legal Reference:
1. TCA § 49-6-7001.
2. T.C.A. § 49-5-406 & 413
3. T.C.A. § 37-1-403 & 605
4. T.C.A. § 39-17-432, 715
## Section I: Instructional Goals and Objectives

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<td>Family and Community Engagement</td>
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<td>Descriptor Code: I-270</td>
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<tr>
<td>Issued: 7/95</td>
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<td>Reviewed: 5/17</td>
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### GENERAL EXPECTATIONS FOR ALL SCHOOLS

The Knox County Board of Education understands the value and importance of, and encourages the highest level of, engagement by parents and families at the school and the system level. The Knox County School System (KCS) is governed by the statutory definition of parent and family involvement as cited in the Every Student Succeeds Act (ESSA). Under that act, a school system is required to develop a parent and family engagement policy, which is to be incorporated into the district’s plan, establishing KCS’ expectations and objectives for meaningful parent and family involvement. The plan is to describe how KCS will:

A. Involve parents and family members in jointly developing the district’s plan and the development of support and improvement plans;

B. Provide the coordination, technical assistance, and other support necessary to assist and build the capacity of KCS schools in planning and implementing effective parent and family involvement activities to improve student academic achievement and school performance, which may include meaningful consultation with employers, business leaders, philanthropic organizations, or individuals with expertise in effectively engaging parents and family members in education;

C. Coordinate and integrate parent and family engagement strategies, to the extent feasible and appropriate, with other relevant federal, state and local laws and programs;

D. Conduct with the meaningful involvement of parents and family members, an annual evaluation of the content and effectiveness of the parent and family engagement policy in improving the academic quality of KCS schools, including identifying:
   - Barriers to greater participation of parents, with particular attention to parents who are economically disadvantaged, disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background;
   - The needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers; and
   - Strategies to support successful school and family interactions;

E. Use the findings of such evaluation to design evidence-based strategies for more effective parental involvement, and to revise, if necessary, the parent and family engagement policies described in this section;

F. Involve parents in the activities of schools, which may include the establishment of a parent advisory board comprised of a sufficient number and representative group of parents or family members served by KCS to adequately meet the needs of the populations served for the purposes of developing, revising, and reviewing the parent and family engagement policy; and

• **Standard One: Welcoming All Families into the School Community.** Families are active participants in the life of the school, and feel welcomed, valued, and connected to each other, to school staff, and to what students are learning and doing in class.

• **Standard Two: Communicating.** Families and school staff engage in regular, meaningful communication about student learning.

• **Standard Three: Supporting Student Success.** Families and school staff continuously work together to support students’ learning and healthy development both at home and at school, and have regular opportunities to strengthen their knowledge and skills to do so effectively.

• **Standard Four: Speaking Up for Every Child.** Families are informed and enabled to be advocates for their own and other children, to ensure that students are treated fairly and have access to learning opportunities that will support their success.

• **Standard Five: Sharing Power.** Families and school staff are equal partners with equal representation in decisions that affect students and families and together inform, influence, and create policies, practices, and programs.

• **Standard Six: Collaborating with Community.** Families and school staff work together with community members to connect students, families, and staff to expanded learning opportunities, community services, and civic participation.

KCS and its individual schools, to the extent practicable, shall provide opportunities for the informed participation of parents and family members (including parents and family members who have limited English proficiency, parents and family members with disabilities and parents and family members of migratory children), including providing information and school reports in a format and, to the extent practicable, in a language such parents understand.

**TITLE I SCHOOLS**

Parents and family members of children receiving Title I services shall be involved in the decisions regarding how Title I funds reserved for parent and family engagement are allotted for parental involvement activities. These funds shall be used to carry out activities and strategies consistent with KCS’ parent and family engagement policy, including not less than one of the following:

A. Supporting schools and nonprofit organizations in providing professional development for district and school personnel regarding parent and family engagement strategies, which may be provided jointly to teachers, principals, other school leaders, specialized instructional support personnel, paraprofessionals, early childhood educators, and parents and family members.

B. Supporting programs that reach parents and family members at home, in the community, and at school.

C. Disseminating information on best practices focused on parent and family engagement, especially best practices for increasing the engagement of economically disadvantaged parents and family members.

D. Collaborating, or providing sub-grants to schools to enable such schools to collaborate, with community-based or other organizations or employers with a record of success in improving and increasing parent and family engagement.

E. Engaging in any other activities and strategies that KCS determines are appropriate and consistent with its parent and family engagement policy.
Each Title I school shall jointly develop with, and distribute to, parents and family members of participating children a written parent and family engagement policy, agreed on by such parents, that shall describe the means for carrying out the requirements of subsections C-G listed above. Parents shall be notified of the policy in an understandable and uniform format and, to the extent practicable, provided in a language the parents can understand. Such policy shall be made available to the local community and updated periodically to meet the changing needs of parents and the school.

Each Title I school shall:

A. Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school’s participation under this part and to explain the requirements of this part, and the right of the parents to be involved;

B. Offer a flexible number of meetings, such as meetings in the morning or evening, and may provide, with funds provided under this part, transportation, child care, or home visits, as such services relate to parental involvement;

C. Involve parents, in an organized, ongoing and timely way, in the planning, review, and improvement of Title I programs, including the school parent and family engagement policy and the joint development of the school-wide program plan;

D. Provide parents of participating children:

• Timely information about programs,

• A description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the achievement levels of the challenging State academic standards, and

• If requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible.

E. Jointly develop with parents a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve Tennessee’s high standards. The compact shall:

• Describe the school’s responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served to meet the challenging State academic standards, and the ways in which each parent will be responsible for supporting their children’s learning, volunteering in their child’s classroom, and participating, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time, and

• Address the importance of communication between teachers and parents on an ongoing basis through, at a minimum – parent-teacher conferences, children’s progress reports, reasonable access to staff, opportunities to volunteer and participate in child’s class and observation of classroom activities, and ensuring regular two-way, meaningful communication between family members and school staff, and to the extent practicable, in a language that family members can understand.
Under the Every Student Succeeds Act (ESSA), which is the latest reauthorization of the Elementary and Secondary Education Act of 1965, Congress provides funding for a number of basic educational programs for states and districts to implement. To receive these federal funds, KCS agreements to comply with the law and these requirements, which are as follows:

**Title I, Part A – Improving Basic Programs Operated by State and Districts**

The purpose of this title is to provide all children significant opportunity to receive a fair, equitable, and high-quality education, and to close educational achievement gaps.\(^1\)

**Section 1006 – District Plans**

KCS shall submit an annual district plan to the Tennessee Department of Education (TDOE) that is developed with timely and meaningful consultation with teachers, principals, other school leaders, paraprofessionals, administrators, specialized instructional support personnel, charter school leaders (if applicable), and with parents of children in Title I schools, and coordinated with other programs including but not limited to the Individuals with Disabilities Education Act (IDEA), Carl D. Perkins Career & Technical Education Act, McKinney-Vento Homeless Assistance Act and Head Start Act. KCS shall also monitor student progress to ensure that students are meeting the challenging Tennessee academic standards.\(^2\)

**Section 1007 – Eligible School Attendance Areas**

KCS shall annually rank and serve, without regard to grade spans, all eligible schools in which the concentration of children from low-income families exceeds 75% from highest to lowest according to the percentage of children from low-income families. KCS may choose to serve below the 75% threshold and up to 40% schoolwide threshold at the recommendation of the Superintendent. Poverty will be determined by a common metric for all schools (i.e. direct certification).\(^3\)

**Section 1008 – School-Wide Programs**

Eligible schools that are above the 40% poverty threshold are deemed a school wide program, in which funds may be used for all students attending specific Title I schools. Participating Title I schools shall implement this program only to supplement the amount of funds that would, in the absence of funds under Title I, be made available from non-Federal sources for the school, including funds needed to provide services that are required by law for children with disabilities and English learners.

Participating schools shall submit an annual comprehensive school plan to TDOE that is developed with the involvement of teachers, principals, other school leaders, paraprofessionals, administrators, specialized instructional support personnel, other school staff, students (if a secondary school) and other individuals as determined by the school. The school plan will be based on a comprehensive needs assessment of the entire school that accounts for academic achievement of children in relation to the challenging Tennessee academic standards especially the needs of children who are failing or are at-risk of failing to meet these academic standards and any other factors as determined by KCS.\(^4\)
Section 1010 – Parent and Family Engagement

KCS and each Title I school shall jointly develop with, agree on with, and distribute to, parents and family members a written parent and family engagement policy. Such programs, activities, and procedures shall be planned and implemented with meaningful consultation with parents of participating children. One percent (1%) of Title I funds will be set aside for this purpose with at least 90% of this allocated back to participating Title I schools.

Parents shall be notified of the policy in an understandable and uniform format and, to the extent practicable, provided in a language the parents can understand. Such policy shall be made available to the local community and updated periodically to meet the changing needs of parents and the school.

Please refer to Policy I-270 Parent and Family Engagement for additional details.5

Section 1011 – Participation of Children Enrolled in Private Schools

After timely and meaningful consultation with appropriate private school officials, KCS shall provide equitable services for children who are zoned in an eligible Title I school and enrolled in a private elementary and/or secondary school that chooses to participate in Title I-Part A program. Services are targeted toward students who are identified as academically at-risk of meeting challenging Tennessee academic standards. The proportional share of funds shall be determined based on the total amount of funds received by KCS under this part prior to any allowable expenditures or transfers by the local educational agency.6

Section 1102 – Supplement, Not Supplant

To receive funding under Title I-Part A, KCS shall meet three fiscal requirements:

1. Maintenance of Effort – district maintains current spending levels based on prior year’s spending levels.

2. Supplement, Not Supplant – district shall use Federal funds received under Title I-Part A only to supplement the funds that would, in the absence of such Federal funds, be made available from state and local sources for the education of students participating in programs assisted under this part, and not to supplant such funds. To demonstrate compliance, KCS shall demonstrate that the methodology used to allocate state and local funds to each school receiving assistance under this part ensures that such school receives all of the state and local funds it would otherwise receive if it were not receiving assistance under this part.

3. Comparability – district demonstrates comparable services between Title I schools and non-Title I schools using state and local funds.7

Title I, Part D, Subpart 2 – Prevention and Intervention Programs for Children and Youth who are Neglected, Delinquent or At-Risk

The purpose of this subpart is to support the operation of KCS programs that involve collaboration with locally operated correctional facilities –

- to carry out high quality education programs to prepare children and youth for secondary school completion, training, employment, or further education;
- to provide activities to facilitate the transition of such children and youth from the correctional program to further education or employment; and
- to operate programs in local schools for children and youth returning from correctional facilities, and programs which may serve at-risk children and youth.8

After timely and meaningful consultation with appropriate correctional facilities officials, KCS shall submit an application to TDOE outlining budgets and use of funds. Funds may be used for:
1. programs that serve children and youth returning to local schools from correctional facilities, to assist in the transition of such children and youth to the school environment and help them remain in school in order to complete their education;
2. dropout prevention programs which serve at-risk children and youth;
3. the coordination of health and social services for such individuals if there is a likelihood that the provision of such services, including day care, drug and alcohol counseling, and mental health services, will improve the likelihood such individuals will complete their education;
4. special programs to meet the unique academic needs of participating children and youth, including career and technical education, special education, career counseling, curriculum-based youth entrepreneurship education, and assistance in securing student loans or grants for postsecondary education;
5. programs providing mentoring and peer mediation;
6. pay for success initiatives.9

Title II. Part A – Preparing, Training, and Recruiting High-Quality Teachers, Principals, or Other School Leaders

The purpose of this title is to provide grants to State educational agencies and subgrants to districts to—

- increase student achievement consistent with the challenging TN academic standards;
- improve the quality and effectiveness of teachers, principals, and other school leaders;
- increase the number of teachers, principals, and other school leaders who are effective in improving student academic achievement in schools; and
- provide low-income and minority students greater access to effective teachers, principals, and other school leaders.10

Section 2102 – Subgrant to KCS

KCS shall submit an annual district plan to TDOE that is developed with timely and meaningful consultation with teachers, principals, other school leaders, paraprofessionals, specialized instructional support personnel, charter school leaders (if applicable), parents, and community partners, and coordinated with other related strategies, programs and activities.11

Section 2103 – Local Use of Funds

KCS shall address the learning needs of all students including children with disabilities, English learners, and gifted & talented students. Allowable activities include but are not limited to:

- Rigorous, transparent & fair evaluation & support system.
- Assist in recruiting, hiring & retaining effective teachers particularly in low-income schools with higher percentage of ineffective teachers and/or students not meeting academic standards.
- Recruiting qualified individuals to become teachers, principals or other school leaders.
- Reducing class size to a level that is evidenced based.
- Provide high-quality personalized professional development.
- Carrying out in-service training.12

Title III – Language Instruction for English Learners and Immigrant Students

The purpose of this title is in:

- Developing and implementing new language instruction educational programs and academic content instructional programs for English learners and immigrant children and youth, including early childhood education programs, elementary school programs, and secondary school programs.
- Carrying out highly focused, innovative, locally designed activities to expand or enhance existing
language instruction educational programs and academic content instructional programs for
English learners and immigrant children and youth.

- Implementing, within an individual school, schoolwide programs for restructuring, reforming, and
  upgrading all relevant programs, activities, and operations relating to language instruction
  educational programs and academic content instruction for English learners and immigrant
  children and youth.

- Implementing, within the entire jurisdiction of a local educational agency, agency-wide programs
  for restructuring, reforming, and upgrading all relevant programs, activities, and operations
  relating to language instruction educational programs and academic content instruction for English
  learners and immigrant children and youth.

KCS shall submit an annual district plan to the Tennessee Department of Education. Allowable activities
include but are not limited to:

- Increase the English language proficiency of English learners by providing effective language
  instruction educational programs that meet the needs of English learners and demonstrate success.

- Provide effective professional development to classroom teachers (including teachers in classroom
  settings that are not the settings of language instruction educational programs), principals and
  other school leaders, administrators.

- Provide and implement other effective activities and strategies that enhance or supplement
  language instruction educational programs for English learners.

Federal funds made available under this subpart shall be used so as to supplement the level of federal,
state, and local public funds that, in the absence of such availability, would have been expended for
programs for English learners and immigrant children and youth and in no case to supplant such federal,
state, and local public funds.¹³

Reference: https://www.law.cornell.edu/uscode/text/20/chapter-70 Title 20, Chapter 70, subchapter I, IIA, III.

Legal References:

1. 20 U.S. Code § 6301.
2. 20 U.S. Code § 6312.
3. 20 U.S. Code § 6313.
4. 20 U.S. Code § 6314.
5. 20 U.S. Code § 6318.
6. 20 U.S. Code § 6320.
7. 20 U.S. Code § 6321.
8. 20 U.S. Code § 6451.
10. 20 U.S. Code § 6601.
11. 20 U.S. Code § 6612.
12. 20 U.S. Code § 6613.

Approved as to Legal Form 7/26/2017
By Knox County Law Director
/Gary T. Dupler/Deputy Law Director
The English as a Second Language (ESL) Program Policy is designed to set minimum standards for Tennessee school districts in providing services to non-English language background (NELB) students who are also limited English proficient (LEP). These students are referred to as English Language Learners (ELLs).

Schools are required to provide specialized programs for LEP students to comply with Title VI of the Civil Rights Act of 1964 and T.C.A. 4-21-90.

ANTI-DISCRIMINATION POLICIES AND PRACTICES

To comply with Title VI of the Civil Rights Act of 1964, T.C.A. 4-21-90, and the Equal Educational Opportunities Act of 1974, KCS must have anti-discriminatory policies which preclude denial of equal education opportunities to individuals based on race, color, or national origin. To comply with anti-discriminatory policies, district practices must not result in the inappropriate placement of ELLs in or exclusion from special opportunity programs or activities based on English language proficiency or national origin.

IDENTIFICATION OF ENGLISH LANGUAGE LEARNERS

To comply with the ESL program policy, KCS must identify ELLs by following these two steps:

STEP 1: KCS shall administer the Home Language Survey to all students in the district. The Home Language Survey consists of three questions that will be asked of every parent/guardian enrolling his/her child in the school district. These questions are:

1. What is the first language your child learned to speak?
2. What language does your child speak most often outside of school?
3. What language do people usually speak in your child's home?

If the answer to any of the above questions is a language other than English, the child will be classified Non-English Language Background (NELB) and assessed for English proficiency.

STEP 2: Unless an NELB student has documentation from a previous district of meeting the definition of Fluent English Proficient (FEP), school districts assess all NELB students with the state approved English language proficiency test to determine whether they are limited English proficient (LEP). All NELB students who are determined to be LEP must be identified as ELL and must receive ESL services through an allowable service delivery model.

PARENTAL NOTIFICATION AND RIGHTS

School districts shall communicate information to all parents in the language that the parent can understand, to the extent practicable. Parents of English Language Learners must be informed of their
right to refuse placement of their children in ESL programs. Parents must also be advised of studies related to emergent English Language Learners.

SERVICE DELIVERY MODELS

An alternative language program for ELLs, known as English as a Second Language, is defined in Tennessee Rules and Regulations as "English instruction especially designed for speakers of other languages" [Rule 0520-1-3-.056. a. 1 and 2 ii.]. An ESL program may be provided through various service delivery models including but not limited to: ESL pull-out programs, ESL cluster centers to which students are transported from their zone schools, resource centers/ESL laboratories, structured immersion classes, or scheduled ESL class periods, and push-in models for content based ESL. The Department of Education must approve other models based on the available evidence of their effectiveness. All models must be research validated and address how academic deficits that are the result of students' limited English proficiency will be remediated.

An endorsed ESL teacher must provide direct daily services, or the equivalent, to beginning and intermediate level ELLs using the state approved ESL curriculum. Transitional ELL students are at the advanced level and may be mainstreamed in the regular classroom without direct service. The district must monitor students' progress for two years after they have exited from ESL services. If students are not successful in the regular curriculum without direct service, the district must design a support program that provides them with the necessary skills.

At the high school level, districts shall use one course code for all ESL course work. Two ESL credits may be counted toward the four English credits required for graduation. Additional ESL courses shall be counted as elective credits. It is recommended that ELL students achieve the intermediate level on the English language proficiency test before taking a regular English course.

To receive a regular diploma, ELLs must pass all Gateway exams. However, as determined on an individual basis, an ELL may take up to four years and a summer to receive a regular diploma and still be counted in a school's or district's graduation rate for accountability purposes under the No Child Left Behind Act of 2001.

STAFFING RATIOS

Appropriate staffing of ESL programs is based on two criteria. First, districts will provide adequate ESL faculty to implement the chosen service delivery model effectively, as documented by the progress in English language proficiency and academic content of their ESL students. Second, districts will adequately staff their ESL programs to meet all compliance requirements, including but not limited to, communication to parents, identification of English language learners, and monitoring of transitional ELLs.

To meet the two criteria of effective and compliant ESL programs, districts shall implement ESL programs based on the following staffing ratio standards:

- ESL class sizes shall not exceed state mandated grade level class size requirements; and
- The district-wide ESL program staffing ratio shall be based on an average of no more than 45 identified ELL students per full-time ESL endorsed teacher unless an alternate staffing ratio is approved by the Department of Education.

Districts seeking approval for an alternate district-wide staffing ratio shall provide the following information annually to the Department of Education:
• The number of ELLs;
• The proficiency levels of ELLs;
• The most recent adequate yearly progress determinations for the ELL subgroup in reading/language arts and mathematics;
• The proposed staffing ratio that will be used in place of the recommended 45 to 1 ratio; and,
• The justification for the alternate staffing ratio.

Legal References:
1. Title VI - Civil Rights Act of 1964
2. TCA §4-21-901
3. Rule 0520-1-3-.056.a.1&2ii
4. Tennessee State Board of Education Policy 3.207
Progress reports shall be sent to parents at regular intervals throughout the school year. Within each school level, the reporting forms shall use the same symbols for every reporting period.

In grades four and above, the minimum standard for a passing mark shall be 70%.

Legal References:

1. TRR/MS 0520-1-3-.05(3)(a); TCA §49-6-901
2. TCA 49-6-7002; TCA §49-6-3004
4. TCA §49-2-203(b)(7)
### Knox County Board of Education Policy

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<td>Only the teacher of record is authorized to initiate a grade change. The teacher must provide documentation and the rationale for the grade change. Such information must be signed by the teacher and submitted to the principal. The principal must approve or deny the request for the grade change and will sign-off giving approval for the requested change. The documented grade change shall be filed in the student’s cumulative record. If the grade has previously been entered onto the student’s cumulative record, the teacher and the principal will initial the grade after the change has been made.</td>
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An administrative change in a teacher’s grade shall not be made without prior consultation with the teacher of record. The teacher may request that the decision of the principal or the results of the consultation be reviewed by the director of elementary, middle and high as appropriate.

In the event that the teacher is unavailable and/or unable to provide grades, the principal shall make the final decision regarding the grade change using existing documentation and a rationale for the change.

No school counselor or other teachers may initiate or approve a change in grades.
Homework shall be assigned to reinforce and strengthen students’ interests and abilities. It shall be designed as a focused learning experience to meet a learning goal. Teachers shall consider the following factors when assigning homework:

- The grade level of the student.
- Level and degree of difficulty of the subject being studied.
- The maturity level of the student.
- The instructional needs of the student.
- The purpose of the assignment and its relation to the objectives of the course under study.
- The length of the assignment and the amount of time that will be required to complete it.
- Homework demands being made in other subject areas.

The following are acceptable reasons for assigning homework:

- Memorization of basic rules or laws so the skill becomes rote.
- Increase in skill speed, used for improving students' abilities to apply these skills in more complex problem solving.
- Deepening understanding of a concept—providing students time to read further, elaborating on a new idea and expanding their understanding.
- Preparation for the following day's learning, such as an advance organizer or cue to increase readiness for new information.

Students should be given timely feedback upon completion of homework assignments. Homework must never be given for punishment.
Section I:  

**Instructional Goals and Objectives**

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**Knox County Board of Education Policy**

**Senior Classification**

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**SENIOR CLASSIFICATION**

Students will be classified as seniors who, at the beginning of the school year, have completed six (6) terms. Those not meeting graduation requirements will be retained at the end of the 8th term.

The Valedictorian and Salutatorian at each high school shall have earned the highest and next highest grade-point averages using Knox County’s equalization formula. This formula prevents any student from either gaining an advantage or being penalized for the number of high school courses completed. This formula prorates the regular courses in such a way that the number of credits completed is equivalent for all students competing for the Valedictorian and Salutatorian positions. This formula considers all course weighting and bonus points for Advanced Placement (AP), Cambridge International, International Baccalaureate (IB), Dual Enrollment, Statewide Dual Credit, National Industry Certification and Honors courses in its calculation. All grades included on the high school transcript shall be used in this calculation.¹

To become Valedictorian or Salutatorian, a student must be enrolled in a Knox County school at the beginning of the tenth (10th) grade year and attend through the twelfth (12th) grade.

If there is a tie through the hundredth (100th) of a point for a valedictorian, all students qualifying should be named. Senior classification beyond the positions of Valedictorian and Salutatorian will be reported in deciles, such as "upper 10%.

Identification of the Valedictorian, Salutatorian and the top 10% for each class, shall be calculated using the grades from the seventh semester (fall semester of a student’s senior year).

The Director of Schools shall create an administrative procedure to determine senior classification using the equalization formula which will include the Dual Enrollment, Statewide Dual Credit, AP, industry certifications and IB course evaluations.

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¹ Cross Reference:  
1. Knox County Board of Education Policy I-341 Uniform Grading Policy

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By Knox County Law Director 11/1/2018  
/Gary T. Dupler/Deputy Law Director
Promotion, retention, or acceleration shall be considered on the basis of what is best for the child. The teacher is responsible for making the decision after consulting with the appropriate professional staff. In all cases, parent preference must be taken into account. The parents may appeal the decision to the principal, the Director of Schools, and the Board of Education.¹

**PROMOTION**

Students who have satisfactorily completed requirements for a grade or subject area are promoted.

There shall be no graduation exercises at any grade level prior to graduation from high school.

**RETENTION**

When a pupil is not performing acceptably in a grade or subject and faces possible retention, the parent shall be notified in writing and shall be offered a conference as early as possible, but not later than six (6) weeks before the end of the school year.

It shall be the responsibility of the principal to send to the Director of Schools a list of pupils who have been retained stating pupil's name, grade and/or subject.

**ACCELERATION**

The teacher, in consultation with appropriate professional staff and parents, will make the decision for the promotion to an upper grade of a pupil.

Legal Reference:


Approved as to Legal Form 10/23/2017
By Knox County Law Director
/Gary T. Dupler/Deputy Law Director
UNIFORM GRADING POLICY

The State Board of Education is authorized to develop a uniform grading system for students in grades 9-12 or any student completing a high school credit. Students who complete advanced courses are eligible for additional weighting of: 1) quality points and 2) percentage points after a student sits for the aligned culminating exam with one exception: senior students who have registered for an AP exam by the end of the semester will be awarded the extra percentage points. If the student does not sit for the AP exam the percentage points will be revoked.

Students completing advanced academic courses will receive the following incentives:

Quality Points

Quality points are added to the numerical quality point value corresponding to the letter grade received in the course.

- One (1) quality point shall be added to the numerical quality point value corresponding to the letter grade received in an early postsecondary course. Advanced Placement, International Baccalaureate, industry certification, Statewide Dual Credit or Dual Enrollment: A=5, B=4, C=3, D=2, F=1.
- One-half (.5) quality point shall be added to the numerical quality point value corresponding to the letter grade received for the course in an honors course: A=4.5, B=3.5, C=2.5, D=1.5, F=.5.

Percentage Points

Percentage points are additional points added on to a student’s final grade after he/she sits for the culminating exam.

- Three (3) percentage points shall be added to the grades used to calculate the semester average for an honors course.
- Four (4) percentage points shall be added to the grades used to calculate the semester average for Statewide Dual Credit Courses and Industry Certification Courses.
- Five (5) percentage points shall be added to the grades used to calculate the semester average for Advanced Placement, Cambridge International, College Level Exam Program (CLEP), and International Baccalaureate Courses.
- Knox County Schools does not award additional percentage points for Dual Enrollment Courses. Grades from dual enrollment courses are assigned by professors and not changed by KCS personnel.

Legal References:
1. T.C.A. § 49-6-407.

Approved as to Legal Form
By Knox County Law Director 11/1/2018

/Gary T. Dupler/Deputy Law Director
With the principal's permission, students may repeat courses on a space-available basis under provisions set forth in this policy.

REPEATING FAILED COURSES

Courses previously failed may be repeated in summer school or during the regular school year.

REPEATING PASSED COURSES

Courses passed within a sequential subject may not be repeated after the student has received a passing semester grade in the next course. (For example: the student may not repeat Spanish I after receiving a passing grade in the first semester of Spanish II.)

Any teacher-led course may be repeated at the discretion of the school principal assuming there is room in the master schedule.

COMPUTATION OF CREDITS AND GRADE-POINTS

When a course is repeated, the higher of the two (2) grades shall be computed as part of the accumulated grade-point average.
Credit Recovery is a course-specific, skill-based, extended learning opportunity for students who have previously been unsuccessful in mastering the content or skills required to receive course credit or earn promotion. It’s primary purpose is to help students who encounter situations beyond their control (i.e. illness, death of a family member, family issues, etc.), stay in school and graduate on time.¹

ADMISSION AND REMOVAL

Students may be eligible for credit recovery if they meet the following criteria:

1. The student’s parent or legal guardian gives written consent for the student to enroll in the proposed credit recovery course. Parents/guardians should be informed that not all postsecondary institutions will accept credit recovery courses for credit and that the NCAA Clearinghouse may not accept credit recovery courses for credit.
2. The student has previously taken an initial, regular section of the proposed course, received a grade of not less than fifty percent (50%), and the teacher of record for the failed course has no objection.
3. In cases where the teacher objects to the student taking a credit recovery course, a school support team shall be convened to make a final determination of the student’s eligibility. The majority of the school support team should be comprised of classroom teachers who are familiar with the student’s current level of academic performance.

If a student is seeking to recover credit for the first semester of a two-semester course, the student may not receive full credit for the course until they have enrolled in and passed the second semester of the course and taken any applicable End of Course examinations.

Student progress will be evaluated at the end of each semester. Students may be removed from credit recovery if they are not making adequate progress.

INSTRUCTION

1. Credit recovery teachers of record must be endorsed and certified in any content area(s) for which they teach or otherwise facilitate credit recovery courses.
2. Credit recovery teachers of record must work closely with credit recovery facilitators on class content and instruction.
3. Credit recovery facilitators will receive training with regard to the credit recovery course organization, online instruction management, and related technology.
4. All credit recovery courses shall align with Tennessee’s current academic standards for the relevant course content areas.
5. All credit recovery courses shall be able to differentiate instruction to address individual student
growth needs based on diagnostic assessment or End of Course data.

6. Credit recovery content may be delivered through instructional technology.

7. Students in credit recovery programs shall:
   a. Complete a course skill-specific diagnostic exam to determine skill-specific goals.
   b. Meet individual skill-specific goals in a flexible timeframe as established by student need.
   c. Master all individualized skill-specific goals as established by the diagnostic process in order
to receive credit.

8. Students may earn no more than 7 credits in credit recovery courses.

9. Students may enroll in no more than 2 credit recovery courses at one time.

END OF COURSE ASSESSMENT

The following applies for students enrolled in credit recovery courses that have a state EOC:

1. If a student has already taken the state EOC and made a grade of 65% or above, that score may be
   used for final calculation of the credit recovery grade.

2. If there is no EOC score on record, the student is required to take the state EOC upon completion
   of the course.

For credit recovery courses that do not have a state EOC, students will take a mastery test upon
completion of the course content.

GRADE CALCULATION

The final grade for credit recovery courses must include the original failing grade in the calculation and
the transcript must denote that the credit was attained through credit recovery. The original failing grade
may also be listed on the transcript. The final grade will be calculated as follows:

Final grade = 25% from the original grade, the EOC percent will match the percentage used for all other
courses, and the remaining percentage comes from the average of credit recovery activities and quizzes.

Legal Reference:

1. TSBE High School Policy 2.103, part 6.

Approved as to Legal Form
By Knox County Law Director 6/7/2017
/Gary T. Dupler/Deputy Law Director
No more than the required four units of English may be counted toward graduation. The normal pattern of progress in English is the completion of one unit per year for the four years of high school. Exceptions to this pattern may be approved for individual students by the principal and guidance counselors provided that sufficient teachers and space are available to absorb additional students and provided further that the individual student's situation meets one of the conditions listed below.

**FAILURE**

The student who has failed an English course should repeat it or take an approved substitute English course at the earliest possible time. The repeat course may be taken simultaneously with another English course. Both credits may apply toward graduation.

**EARLY GRADUATION**

The student who has completed two units of English and who has developed a definite program for early graduation, approved in advance by the principal and guidance counselors may enroll for the third and fourth units simultaneously as part of such an individual program. Credit for both courses may apply toward graduation.

**ENRICHMENT**

Concurrent with the fourth required unit of English, a student may enroll in an additional English class for enrichment, provided the class is not over-crowded. Credit for the enrichment course may not count toward graduation.

**HARDSHIP**

The principal and guidance counselors are responsible for determining when a hardship case justifies the student's enrollment in two English courses.
Students shall fulfill all state requirements as set by the State Board of Education and earn the prescribed 28 credits required by the Knox County Schools. In instances where a student does not have the opportunity to earn the 32 credits that are available with block scheduling, the required number of credits required for graduation from the Knox County Schools will be four less than the total available, but in any event, a student must earn the state minimum requirement of 22 credits.

The pattern of courses which shall be required of all students in grades nine (9) through twelve (12) shall be in accordance with the Rules and Regulations of the State Board of Education and the Knox County Board of Education.

To earn a regular high school diploma, students must (1) earn the prescribed number of credits, (2) complete the ACT or SAT, and (3) have satisfactory records of attendance and discipline.

STUDENTS WITH DISABILITIES

The high school diploma will be awarded to students with disabilities who earn the specified 22 units (at minimum) of credit. A special education diploma may be awarded to students at the end of their fourth year of high school to students with disabilities who have (1) not met the requirements for a high school diploma, (2) have satisfactorily completed an individualized education program, and (3) have satisfactory records of attendance and conduct. Students who obtain the special education diploma may continue to work towards the high school diploma through the end of the school year in which they turn twenty-two (22) years old.

An occupational diploma may be awarded to students with disabilities at the end of their fourth year of high school who have (1) not met the requirements for a high school diploma, (2) have satisfactorily completed an individualized education program, (3) have satisfactory records of attendance and conduct, (4) have completed the occupational diploma Skills, Knowledge, and Experience Mastery Assessment (SKEMA) created by the Tennessee Department of Education, and (5) have completed two years of paid or non-paid work experience. The determination that an occupational diploma is the goal for a student with a disability will be made at the conclusion of the student’s tenth grade year or two academic years prior to the expected graduation date. Students who obtain the occupational diploma may continue to work towards the high school diploma through the end of the school year in which they turn twenty-two (22) years old.

STUDENT COURSE LOAD

All students in grades nine (9) through twelve (12) shall be enrolled each semester in subjects that will allow them to graduate within those four (4) years. Schools may appeal hardship cases to the director of schools.
11th GRADE ASSESSMENT

To receive a regular high school diploma, all students enrolled in a Tennessee public school during their 11th grade year shall take either the ACT or SAT.

UNITED STATES CIVICS TEST

Beginning January 1, 2017, all high school students shall be given a United States civics test.

PROJECT-BASED CIVICS ASSESSMENT

All LEAs shall implement a project-based assessment in civics at least once in grades nine through twelve.

Legal References:
1. TCA § 49-6-6001.
2. TSBE High School Policy 2.103.

Approved as to Legal Form
By Knox County Law Director 10/25/2016
/Gary T. Dupler/Deputy Law Director
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Early graduation should be the result of a definite planned program, approved in advance by the principal and school counselors. The mere accumulation of credits does not, alone, justify early graduation. The credits must be earned according to a plan which, in the professional judgment of the principal and faculty, meets the student's educational needs as effectively as they would be met at regular graduation time.
Section I:

Instructional Goals and Objectives

Knox County Board of Education Policy

Descriptor Term: Commencement Ceremony

Descriptor Code: I-372

Issued: 7/95

Reviewed: 5/17

Revised: 12/16

An annual commencement ceremony shall be held at the end of the second semester of the regular school year for students who have met all high school graduation requirements since the previous annual ceremony. The purpose of the ceremony shall be to award documents of completion, consisting of the regular Diploma, the High School Certificate, and the Diploma of Specialized Education.

Participation in the annual commencement ceremony shall be limited to students who have completed all requirements for a document of completion and who have not previously accepted one of the documents. Students completing requirements in summer school will, upon request, receive the document at the time of completion. Students completing requirements and exiting the school during the academic school year may receive the document at the time of completion if, in the judgment of the principal, arrangements are feasible. However, students who accept the document prior to the annual ceremony may not participate in the ceremony.¹

Students who voluntarily complete at least ten (10) hours of community service each semester while the student is in attendance at a public high school shall be recognized at the school’s commencement ceremony. This recognition should be in accordance with other types of recognitions at the individual high school.²

Commencement ceremonies shall be physically accessible to all students, their parents and/or guardians, and other interested citizens.³

Students who do not wish to participate in the commencement ceremony shall make this known to the school principal at least five (5) days prior to the day of graduation. Non-participating students will receive their diplomas, or certificates, from the principal’s office within one week following graduation ceremonies.

There shall be no sponsorship of a baccalaureate service or other graduation activity which is religious in nature by the Board or its employees, and no school funds, including paid staff time, shall be used for such activities.⁴

Legal Reference:

1. TCA § 49-6-405.
2. TCA § 49-6-413.

Approved as to Legal Form

By Knox County Law Director 10/25/2016

/Gary T. Dupler/Deputy Law Director
Students may graduate with honors or distinction by meeting the criteria established for the Tennessee diploma with honors or distinction.

**TENNESSEE DIPLOMA WITH HONORS OR DISTINCTION**

**HONORS**

Students who score at or above all of the subject readiness benchmarks on the ACT or equivalent score on the SAT will graduate with honors.¹

**DISTINCTION**

Students will be recognized as graduating with “distinction” by attaining a B average and completing at least one of the following:

1) Earn a national and/or state recognized industry certification
2) Participate in at least one of the Governor’s Schools
3) Participate in one of the state’s All State musical organizations
4) Be selected as a National Merit Finalist or Semi-Finalist
5) Attain a score of 31 or higher composite score on the ACT or SAT equivalent
6) Attain a score of 3 or higher on at least two Advanced Placement exams
7) Successfully complete the International Baccalaureate Diploma Programme
8) Earn 12 or more semester hours of transcripted postsecondary credit

Some of the data used to identify students as graduates with honors or distinction may not be available prior to commencement. Therefore, all students who potentially meet the requirements will become candidates for a diploma with honors or distinction and will be recognized at individual schools’ ceremonies. A final classification of all candidates will be completed once all relevant data is received.

**TRI-STAR SCHOLAR**

Students will be recognized as graduating as a Tri-Star Scholar by:

1) 19 ACT or SAT equivalent
2) Capstone industry certification

Schools will recognize a student’s scholar status in the graduation ceremony with a diploma credential or wearable cord with a notation on the program.²
Legal References:

1. Tennessee State Board of Education High School Policy 2.103.
2. T.C.A. § 49-6-6010.

Approved as to Legal Form
By Knox County Law Director 10/23/2017
/Gary T. Dupler/Deputy Law Director
Section I: Instructional Goals and Objectives

Knox County Board of Education Policy

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The Board shall provide for a system wide testing program which shall be periodically reviewed and evaluated. The purposes of the program shall be to:

1. Assist in promoting accountability;
2. Determine the progress of students;
3. Assess the effectiveness of the instructional program and student learning;
4. Aid in counseling and guiding students in planning future education and other endeavors;
5. Analyze the improvements needed in a given instructional area;
6. Assist in the screening of students with learning difficulties;¹,²
7. Assist in placing students in intervention programs;³
8. Provide information for college entrance and placement; and
9. Provide data for educational research.

Results of all group tests shall be recorded on the students’ permanent records and shall be made available to appropriate personnel in accordance with established procedures.³

Legal References:

1. TCA §49-10-108.
2. P.L. 94-142.
3. TCA §10-7-504; 20 USC §1232(g).

Approved as to Legal Form 6/19/2017
By Knox County Law Department
/Gary T. Dupler/Deputy Law Director
TENNESSEE COMPREHENSIVE ASSESSMENT PROGRAM

Each local board of education shall develop a policy by which student scores on the Tennessee Comprehensive Assessment Program’s achievement tests shall comprise a percentage of the student’s final grade for the spring semester.

Beginning with the 2018-19 school year, Tennessee Comprehensive Assessment Program (TCAP) performance results will compose 0% of second semester (spring semester) grades in the subject areas of mathematics, reading/language arts, science and social studies for Knox County Schools Students in grades three through five.\(^1\) The Tennessee Comprehensive Assessment Program (TCAP) performance results will compose 10% of second semester (spring semester) grades in the subject areas of mathematics, reading/language arts, science and social studies for Knox County Schools students in grades six through eight.

STATE END-OF-COURSE EXAMS

High school state end-of-course (EOC) exams shall be regulated by statute and State Board Policy.\(^2\) In the 2018-19 school year and beyond, the weight of EOC exams on students’ final averages is 15%.

INCLUSION OF TCAP AND STATE EOC EXAM SCORES IN FINAL GRADES

If Knox County Schools does not receive its students’ scores at least five (5) instructional days before the end of the course, the district may choose not to include its students’ TCAP or high school EOC exam scores in the students’ final grades.

The Director of Schools shall be responsible for developing a methodology and procedure for teachers to use in numerically computing these grades.

Legal References:

1. T.C.A. § 49-1-617.
2. State Board Policy 2.103 High School Policy.

Approved as to Legal Form 10/24/2018
By Knox County Law Director
\(\text{/Gary T. Dupler/Deputy Law Director}\)
Knox County test security measures conform to Tennessee law and guidelines provided by the State Department of Education.

**BUILDING-LEVEL TEST COORDINATORS**

Each school shall have a test coordinator who serves as a liaison with district-level personnel. He or she shall be a certificated employee, e.g., the principal, an assistant principal, a counselor, or a teacher. The test coordinator shall be responsible for (1) disseminating test information to the faculty and providing feedback to district-level personnel; (2) receiving test materials and distributing them to the faculty, collecting those materials and shipping them as instructed; (3) inventoring test materials before and after use; (4) maintaining physical security of the test booklets while they are in the school; and (5) correcting any coding or packaging errors which may be detected at the school, district, or state level.

**DISTRIBUTION OF TEST MATERIALS**

During the time between the delivery of test materials and the actual beginning date of the test, only the examiners' manuals shall be distributed to examiners. Test booklets shall not be placed in the hands of examiners until the day the test is to be administered. An exception may be made for completing demographic information prior to the testing date, provided it is done in a secure setting and under the supervision of the school testing coordinator.

**HANDLING AND STORAGE OF TEST MATERIALS**

All test materials, when not in use, shall be stored in a locked room, locked closet, or locked cabinet in a centralized location. Quantities should be verified following each daily test session. Scratch paper shall be collected and destroyed. No portion of a test booklet may be photocopied or duplicated by any process. Tests may not be reviewed, condensed, paraphrased, or rearranged.

**EXAMINERS**

Examiners/proctors must be Knox County Schools employees or interns currently assigned to the schools using them.

Examiners/proctors may not answer student questions about test content; define terms; read aloud, except where specified in the examiners' manuals; or by any means aid students with the selection of answers. All test modifications for students with disabilities must conform to Tennessee guidelines.

Tests can either be administered in small-group individual classroom or in a cafeteria-style large-group setting.
If a test is administered in a large-group setting, one examiner/proctor shall be provided for every 25 students or fraction thereof.

If a test is administered in a classroom, then the following guidelines will determine who can serve as examiner.

**Category I Test**

A Category I Test is one in which data from it will be used to determine teacher effects (i.e. value-added gain scores).

Under no circumstances should a teacher administer a Category I Test to students he/she instructs during the instructional day. For these tests, teachers may be rotated so that no one tests students he/she teaches. If possible, the use of additional proctors is desired.

**Category II Test**

A Category II Test is a state-mandated test from which individual and school statistics will be computed, but not teacher effects.

A teacher may administer a Category II Test to students he/she instructs during the instructional day, if he/she is joined by a second person (specialist, aide, intern, administrator, etc.) who shall serve as a proctor or assistant examiner. In schools where there are too few instructional employees to staff each classroom with two persons, proctors may be rotated among two or more teachers/examiners. In such situations, principals shall utilize all available support staff so that no examiner will administer the entire TCAP test without assistance and so that proctors will be available for the maximum amount of time possible in each classroom.

**Category III Test**

A Category III Test is one in which data from it is used primarily to determine students' academic strengths and weaknesses and for student placement.

There are no restrictions on who may serve as examiner/proctor for Category III Test.

**RETURNING TEST MATERIALS**

ALL used and unused test materials, including defaced, damaged, or defective tests, must be returned. Only used practice tests and scratch paper shall be destroyed at the schools. Demographic data, including student identification numbers and special program coding, shall be checked for accuracy by each educator who is responsible for administering the test. In addition, these data shall be spot checked by the school testing coordinator prior to their return to the central office.

**HOME SCHOOL TESTING**

All testing of home school students shall be completed in accord with Tennessee law and guidelines.
ADDRESSING SECURITY BREACH

Whenever a security breach is alleged, appropriate authorities shall be notified as soon as possible. These shall include, but not be limited to, building and district-level testing coordinators, the school principal, and the State Department of Education. As in any disciplinary case, the subsequent investigation shall be conducted within due process guidelines. Findings will be reviewed by officials in the State Office of Accountability.

PENALTY FOR MALFEASANCE

In accord with the Tennessee Code Annotated (49-1-607), any employee found to have compromised the integrity of the testing process is subject to dismissal from his or her position.¹

Legal Reference:

¹ T.C.A. § 49-1-607.

Approved as to Legal Form 6/7/2017
By Knox County Law Director
/Gary T. Dupler/Deputy Law Director
1. The estimates of specific teacher effects on the educational progress of students will not be a public record, and will be made available only to the specific teacher, the teacher's appropriate building administrators and central office administrators as designated by the local board of education and school board members.

2. The state department of education shall provide raw test score data to LEAs as soon as practicable after receipt of the data, but in no case later than June 30.

3. Teacher effect data shall not be retained for use in evaluations for more than the most recent five (5) years. A student must have been present for one hundred fifty (150) days of classroom instruction per year or seventy-five (75) days of classroom instruction per semester before that student's record is attributable to a specific teacher.

4. Teacher effect data will be distributed electronically via the Tennessee Value-Added Assessment System (TVAAS) website maintained by the Tennessee Department of Education. (https://tvaas.sas.com/)

Legal Reference:
1. TCA §49-1-606 (a)
2. TCA §49-1-606 (b)
It is in the interest of the Board of Education to be abreast of changes in educational technology, results of current educational research, and innovative educational programs. Therefore, the Board welcomes the opportunity to participate in the development of innovative ideas and quality research in education. Research and/or stand-alone surveys shall be allowed within the Knox County Schools (KCS) when the project contributes to a greater understanding of teaching-learning processes, aligns with KCS goals and is not disruptive to the regular school program.

However, it is the obligation of Board and the Knox County Schools to protect the interests and learning opportunities of students, teachers, and other stakeholders. These interests and opportunities will not be sacrificed in order to establish a setting conducive to research. To ensure this obligation is met, the Director of schools will establish a process to evaluate and approve research proposals. All proposals will be examined carefully on the basis of whether the proposal will contribute significant new and useful information to the educational program of Knox County Schools and public education as a whole.

In general, permission to conduct research may be denied when the study is deemed to:

1. interfere with instructional time, or
2. be too socially or politically sensitive, or
3. have little or no educational research value, or
4. place too great a burden on Knox County Schools personnel, or
5. use the Knox County Schools for convenience sampling, or
6. require information identifiable to a particular student, or
7. be redundant in that similar data were gathered through another recent project.

PARENTAL RIGHTS

Parents shall have the right to inspect all materials that will be used in surveys, focus groups, interviews, tests or other research instruments and the proposed analyses of research and/or survey results. Parents will also be permitted to opt out of their child’s participation in any survey, focus group, interview, or other research activity.

No student may, without parental consent, take part in research and/or surveys that cover or discuss:

1. Political or religious affiliations;
2. Potentially embarrassing psychological problems;
3. Sexual behavior or attitudes;
4. Anti-social or demeaning behavior;
5. Critical appraisals of family members;

Legal Reference

1. TCA §49-2-211
Evaluation is an integral part of the instructional program. Evaluators are concerned, first, with assessing needs so that programs can be designed to meet those needs. Once a need has been identified and a program has been designed to meet that need, evaluators examine both the product and the process, i.e., the degree to which the program objectives are being achieved, as well as the desirability and efficiency of the means used to reach the objectives.

DATA SOURCES

There is an almost unlimited number of indicators that may legitimately become part of a comprehensive program evaluation. Indicators may include longitudinal studies (post-program performance on the job or at higher educational levels), student attendance, student testing, anecdotal records, structured observation, sociometric techniques, questionnaires, structured interviews, and interest inventories. The last three have to do with obtaining opinions. Opinion gathering from relevant persons is a valid evaluative technique.

PROFESSIONAL EDUCATORS

Primary responsibility for program evaluation devolves upon the professional educators. This includes the administrative staff, principals, teachers, and others with special responsibilities for portions of the instructional program. Professional personnel outside the system are used in many situations. These may include university personnel, State Department of Education personnel, private consultants, and persons employed by other school systems.

NON-PROFESSIONAL OR LAY CITIZENRY

Anyone with special interests and/or skills may be involved in program evaluation. Parents, students, aides, and school community groups are examples of persons that are used regularly in the evaluation process.

SCHOOL BOARD MEMBERS

School Board members have final or ultimate responsibility for the operation of a sound educational program within the county. This responsibility includes the periodic review of every facet of the educational enterprise and the setting of policies which allow all programs to function.
Free discussion of controversial issues is the heart of the educative and democratic processes. Freedom of speech and free access to information are among our most cherished traditions. Only through the study of political, economic, or social issues do youth develop an understanding of a democratic society, and through carefully taught conversation and argumentation skills, students develop abilities needed for citizenship in our democracy.

Teachers should use the following criteria for determining the appropriateness of certain issues for consideration as a part of the curriculum:

1. The treatment of the issue in question must be within the range of knowledge, maturity, and competence of the students.

2. There should be study materials and other learning aides available from which a reasonable amount of evidence-based information and/or data pertaining to all aspects of the issue may be obtained.

3. The consideration of the issue should require only as much time as is needed for satisfactory study by the class; however, sufficient time should be provided to cover the issue adequately.

Teachers will establish a process for discussion of controversial issues in their classrooms, and the Office of Professional Development will provide training support for those teachers who need or want to develop their skills for engaging students in discussions around sensitive content.

In discussing controversial issues, the teacher should keep in mind that the classroom is a forum. The class should feel no responsibility for reaching agreement.

The teacher's responsibility is to bring out the facts concerning controversial questions. The teacher has the right to express personal opinions, but in so doing must see that students understand that it is the teacher's own opinion and is not to be accepted by them necessarily as an authoritative answer.

It is recognized that citizens of the community have a right to protest to the school administration when convinced that unfair and prejudiced presentations are being made by a teacher. Such protests shall be registered in compliance with the procedures adopted by the Board of Education for handling complaints.
No religious belief or nonbelief shall be promoted by the school system or its employees, and none shall be belittled. All students and staff members shall be tolerant of each other's views. The school system shall use its opportunity to foster understanding and mutual respect among students and parents, whether it involves race, culture, economic background or religious beliefs. In that spirit of tolerance, students and staff members shall be excused from participating in practices which are contrary to their religious beliefs.

RELGIOUS HOLIDAYS

Observance of religious holidays shall be as follows:

1. The several holidays throughout the year which have both a religious and a secular basis may be observed in the public schools;

2. The historical and contemporary values and the origin of religious holidays may be explained in an unbiased and objective manner without sectarian indoctrination;

3. Music, art, literature and drama having religious themes or basis are permitted as part of the curriculum for school-sponsored activities and programs if presented in a prudent and objective manner and as a traditional part of the cultural and religious heritage of the particular holiday; and

4. The use of religious symbols that are part of a religious holiday are permitted as a teaching aid or resource, provided such symbols are displayed as an example of the cultural and religious heritage of the holiday and are temporary in nature. These holidays include Christmas, Easter, Passover, Hanukah, St. Valentine’s Day, St. Patrick’s Day, Thanksgiving and Halloween.

Legal References:

2. TCA §49-6-3016.
The Board affirms that it is essential that the teaching about religion—and not of a religion be conducted in a factual, objective, and respectful manner in accordance with the following:

1. Music, art, literature, or drama with a religious theme or basis are permitted as part of the curriculum for school-sponsored activities and programs provided it is essential to the learning experience in the various fields of study and is presented objectively;

2. The emphasis on religious themes in the arts, literature and history shall be only as extensive as necessary for a balanced and comprehensive study of these areas. Such studies shall never foster any particular religious tenets or demean any religious beliefs; and

3. Student-initiated expressions to questions or assignments which reflect their beliefs or non-beliefs about a religious theme shall be accommodated. For example, students are free to express religious belief or non-belief in compositions, art forms, music, speech and debate.

Rights of students:

1. Pray in a public school, vocally or silently, alone or with other students to the same extent and under the same circumstances as a student is permitted to vocally or silently reflect, meditate or speak on nonreligious matters along or with other students in the public school;

2. Express religious viewpoints in a public school to the same extent and under the same circumstances as a student is permitted to express viewpoints on nonreligious topics or subjects in the school;

3. Speak to and attempt to share religious viewpoints with other students in a public school to the same extent and under the same circumstances as a student is permitted to speak to and attempt to share nonreligious viewpoints with other students;

4. Possess or distribute religious literature in a public school, subject to reasonable time, place and manner restrictions to the same extent and under the same circumstances as a student is permitted to possess or distribute literature on nonreligious topics or subjects in the school; and

5. Be absent, in accordance with LEA attendance policy, from a public school to observe religious holidays and participate in other religious practices to the same extent and under the same circumstances as a student is permitted to be absent from a public school for nonreligious purposes.

Legal Reference:
1. TCA § 49-6-2901.
Knox County Schools complies with existing state and federal law regarding religion and religious expression in public schools. Students and employees can engage in expression of personal religious views or beliefs within the parameters of current law. Knox County Schools neither advances nor inhibits religion.

Knox County Schools will take reasonable steps to protect students from religious coercion or harassment in schools promptly, equitably, and with civility. If a student or a student's parent or guardian believes that the student's rights with regard to personal religious beliefs have been violated, they shall state their complaint to the school principal. If their concerns are not addressed, then the student or a student's parent or guardian shall make a complaint in writing to the Director of Schools. It shall be the duty of the Director of Schools, within thirty (30) days of receiving the complaint, to ensure that the rights of the student are protected.¹

Legal References:

1. TCA §49-6-2904(c)
Public prayer shall not be allowed at any school-sponsored or school-directed activity\(^1\), but a period of silence\(^2\) may be observed as determined by the principal of each school.

The principal of each school shall be responsible for calling the students to order and announcing that a moment of silence is to be observed. No other action shall be taken by a teacher other than to maintain silence for the full time.

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Legal References:
2. TCA §49-6-1004.
3. TCA §49-6-1004 (C).
Knox County Schools is committed to serving healthy meals to children, with plenty of fruits, vegetables, whole grains, and fat-free and low-fat milk; that are moderate in sodium, low in saturated fat, and have zero grams trans-fat per serving (nutrition label or manufacturer’s specification); and to meeting the nutrition needs of school children without their calorie requirements. The school meal programs aim to improve the diet and health of school children, help mitigate childhood obesity, model healthy eating to support the development of lifelong healthy eating patterns and support healthy choices while accommodating cultural food preferences and special dietary needs.

Menus are written to meet or exceed current nutrition requirements established by local, state, and Federal statutes and regulations. Knox County Schools offers reimbursable school meals that meet USDA nutrition standards.

The Smart Snacks in Schools nutrition standards are developed for foods and beverages sold or offered for sale during the school day in schools that include students in grades pre-kindergarten through 12. The school day will be defined as starting at midnight before the beginning of the official school day and continuing until 30 minutes after the end of the official school day.

These standards apply to food items sold or offered for sale during the school day including but not limited to school store items, a la carte items, vending machine items, and snack bar items. Schools may choose to conduct infrequent school-sponsored fundraisers that include the sale of foods or beverages that do not meet the Smart Snacks in Schools nutrition standards; however, these specially exempted fundraisers must not exceed the allowed numbers of exemptions granted by the state agency. All school principals must document the dates of their exempt fundraisers and items sold.

School principals should consult with school cafeteria managers on any questions pertaining to the Smart Snacks in Schools nutrition standards.

The Smart Snacks in Schools nutrition standards do not apply to foods served as a federally reimbursable meal to students.

In-school marketing for food and beverage items must only be for items meeting Smart Snacks in Schools nutrition standards.

Activities for promoting nutrition will include:

1. Taste test opportunities for students;

2. Student survey groups; and

3. Posting nutrition and health posters in school cafeterias.
To ensure compliance with this policy and policy I-441 (Wellness Policy – Physical Activity), the Executive Director of Food and Nutrition Services shall develop and implement an annual assessment to gauge progress in meeting Smart Snacks in Schools nutrition standards and activities to promote student nutrition.

Legal References:

1. T.C.A. § 49-6-2307.

Approved as to Legal Form 2/1/2018
By Knox County Law Director
/Gary T. Dupler/Deputy Law Director
The Board of Education recognizes the link between student wellness and academic achievement. In order to implement overall wellness for students, the plan below shall be followed by all schools in the district. Teachers, school health professionals, parents, administrator, and interested citizens can participate in the development of wellness policies.

COMMITMENT TO ENSURING A HEALTHY SCHOOL ENVIRONMENT

Knox County Schools strives to ensure that all schools offer healthy, safe and a supportive environment for students, staff, parents and visitors. To further this goal, Knox County Schools shall implement all state and federal laws and regulations related to the development, curriculum, services, standards, staffing and assessment of wellness programs.

All schools shall implement the CDC’s Coordinated School Health approach to managing new and existing wellness-related programs and services in schools based on State Law, State Board of Education CSH Standards and Guidelines. The districts coordinated school health coordinator shall be responsible for overseeing compliance with the State Board of Education CSH Standards and Guidelines in the school district.

I. School Health Advisory Council

The advisory council will consist of a group of individuals representing the school and community, including parents, students, teachers, school administrators, school board members, health professionals, school food service representatives, and members of the public. The council will serve as a resource to school health committees for implementing the local wellness policy as a part of the school improvement plan. The primary responsibilities of the council include, but not limited to:

- developing, monitoring, reviewing and, as necessary, revising physical activity and nutrition policies;
- ensuring that all schools within KCS create and implement an action plan related to modules from the School Health Index;
- ensuring that the results of the action plan are annually reported to the School Health Advisory Council;
- ensuring that school level results include measures of progress on each indicator of the School Health Index.

KCS will consider the recommendations of the School Health Advisory Council in making any policy changes that affect the healthy learning environment.
II. Commitment to Nutrition

All foods sold or offered for sale to students (Pre-K–12) on campus during the school day will meet nutrition standards as defined by the USDA in accordance with The Healthy, Hunger-Free Kids Act of 2010 and Tennessee Department of Education. The National School Lunch program requires an LEA to follow legislation with the higher nutritional standard.

Good nutritional habits shall be encouraged. A la carte items should meet the Smart Snacks in School criteria as provided by USDA. (https://www.fns.usda.gov/school-meals/tools-schools-focusing-smart-snacks)

III. Nutrition Education

Knox County Schools shall ensure the following: (1) Tennessee State Nutrition Standards are included in middle school health and high school wellness instruction. Nutrition education will be integrated into all areas of the curriculum such as math, science, language arts and social studies as appropriate, (2) Students will have an awareness to eat a variety of foods (i.e. fruits, grains, vegetables, lower fat food items) and be physically active, (3) Nutrition education will involve sharing information with families and the community to positively impact students and the health of the community and (4) Schools will provide information to families that promote the benefits of proper nutrition and how to provide nutritious meals for their families.

IV. Commitment to Physical Activity

Knox County School recognizes that physical activity is extremely important to the overall health of a child. Schools shall support and promote physical activity. Students in kindergarten through grade five shall receive a minimum of 130 minutes of physical activity each full school week for all elementary school students. Elementary schools must offer at least one (1) period of physical activity that is at least fifteen minutes each day. Students in middle and high schools shall receive 90 minutes of physical activity each full school week. Walking to and from class is not considered physical activity and shall not be counted toward the required minutes for physical activity. Physical activity shall not be withheld from a student as a punishment. Physical activity is separate and distinct from physical education. Physical Education classes shall be offered with moderate to vigorous physical activity being an integral part of the class. Students shall be encouraged by staff whenever possible to be physically active. Supervised recess/physical activity should be offered daily to all elementary (K – 5) school children.

Legal References:
1. T.C.A. § 49-6-1021.

Approved as to Legal Form
By Knox County Law Director 10/23/2017
/Gary T. Dupler/Deputy Law Director
Section I:

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EXPECTATIONS

The Board of Education believe high quality charter schools have the potential to be a useful structure to help effectively educate Knox County students and enhance quality public education choices for all students and their families. Charter schools are meant to serve as innovative learning centers where strong teachers and experienced administrators advance each student’s achievement every day, regardless of race, color, national-origin, religion, gender, disability, proficiency in English, academic ability, social capital or family income. Every student in the Knox County Schools deserves high quality opportunities to learn, grow and achieve their full potential.

The Board’s goal is to build a system of schools that provides every student with the foundation of knowledge, skills, and competencies necessary to excel in higher education, the work place and in life. All charter schools in Knox County are expected to cultivate strong school capacity to provide high quality academic instruction addressing student performance outcomes in accordance with the Knox County Schools strategic plan.

All charter schools must employ non-selective admission criteria and ensure that students will achieve predetermined goals by the second year of operation.

CHARTER SCHOOLS APPLICATIONS

The Board shall annually solicit applications for the establishment of charter schools through a Request for Proposal Process (RFP). The RFP will be posted and maintained on the Knox County Schools website to ensure it is continuously available to prospective charter school operators. Applications will be entertained both for new charter schools as well as potential conversions of existing schools to charters. All applications should demonstrate substantial capacity to support the plan financially and to execute effective instruction and programs fostering teacher effectiveness.

Any founding group planning to submit a charter application must submit a Letter of Intent and evidence of public outreach to the Knox County Board of Education and to the State of Tennessee Division of Charter Schools no later than sixty (60) days prior to the deadline for the submission of the application. Applicants who fail to meet this requirement will not be eligible to submit a proposal.

Applicants will be assessed a fee of $2,500 when applications are submitted to offset costs incurred that are associated with the application and evaluation process.

All responsive proposals will be evaluated by a committee recommended by the Director of Schools and appointed by the Board of Education. The committee shall consist of individuals from the following KCS departments:
TRADITIONAL CHARTER SCHOOLS

Applications for new traditional charter schools must offer an innovative, compelling and evidence-based plan for a high quality charter school, and demonstrate that the plan was collaboratively developed by a diverse and expert design team.

Applicants in this category must complete the state-mandated application as well as adhere to Board policy and deadlines for submission.

In addition to state requirements, the Board expects proposals to include or demonstrate the following:

A. A history of proven academic success in currently operating schools or a leadership team with a record of success in increasing student academic achievement

B. A strong and well-organized leader committed to educational reform and possessing a record of success with the proposed educational plan and student profile.

C. An educational plan rooted in high expectations, in line with the school’s stated mission, and providing a personalized learning environment for all students.

D. A comprehensive and research-based curriculum and assessment program designed to hold all students to high-achievement goals, including those with disabilities, limited English proficiency, and specialized needs and abilities.

E. Strategies to attract and retain energetic and highly effective teachers and staff who will actively engage in professional development opportunities and sharing research-based best practices.

F. A strong understanding of the community that the proposed school will serve and demonstrated community support.

G. Meaningful opportunities to involve parents and community along with a sustainable plan for maintaining strong parental and community participation in and support of the school.

H. A strong, knowledgeable, diverse, stable, and committed board of governance or leadership team committed to best practices in school governance and financial management.

I. A detailed and sustainable plan, including a coordinated five-year plan for growth and sustainable improvement.
CONVERSION CHARTER SCHOOLS

Applicants interested in conversion of an existing school to a charter school, or any non-traditional charter school structure should contact the Knox County School Board Office to consult with the Charter School Review Chair before beginning the RFP process.

Proposals for conversion schools must meet all of the standards for new traditional charter school proposals. Additionally, these proposals must:

A. clearly identify the specific school to be converted and provide detailed documentation of the need for conversion.

B. offer clear and measurable strategies for achieving dramatic academic improvement by specifically addressing identified needs.

C. offer evidence of community and stakeholder engagement and overwhelming stakeholder interest in converting to a charter school as delineated below.

D. include documentation of how the interests of the Knox County Schools, the students, families, teachers, staff, school community, and broader community would be well served by a conversion to a charter school.

E. identify the specific parameters of conversion as part of the operational and educational plan proposed.

F. detail the transition timeline including effective communication strategies and procedures for exercising options at the family, teacher, staff, and leadership levels.

Conversion of existing schools to charters may be initiated through reorganization action taken by the Board of Education, or through consideration of charter petitions by 60% of faculty and/or 60% of families at the school to be potentially converted. While the Board of Education will consider application for conversion charter schools based upon the petition of 60% of the school’s faculty or families, preference will be given to petitions demonstrating at least 75% support of the school’s faculty or families.

CHARTER SCHOOL APPLICATION REVIEW

The deadline for submitting a charter application is April 1st, and the Board will only accept applications for a period of 15 days prior to the deadline. The review committee will review all applications and submit recommendations to the Board of Education in such a manner as to facilitate an action of the Board within ninety (90) days of the submission.

In the event the Board denies the application, the applicant will be issued a letter outlining the specific details that led to the decision to deny the application. Should the applicant decide to remedy the deficits, the applicant will have thirty (30) calendar days to submit an amended application to the Board.
of Education. The review committee will then have thirty (30) calendar days to review the amended application and make a recommendation based on the amended application to the Knox County Board of Education.\(^4\)

Any new information inserted in the application, including appendices, will be reviewed by the Charter School Review Committee and a new KCS recommendation will be made based on the complete amended application. If the KCS Board of Education’s recommendation is “amended application denied”, the applicant will have ten (10) calendar days to appeal to the State Board of Education.\(^5\)

A. The initial review will include an individual review of the application by appropriate KCS staff and community members from demographic, academic, operational, legal, and fiscal perspectives.

Once this review has occurred and individual review committee members have assigned scores based on the state rubric, the review committee will meet to determine if the application has addressed thoroughly all required areas to advance to the next KCS Charter Application review phase. This includes evidence that demonstrates the following:

1. The ability to operate a school in an educationally effective and fiscally sound manner
2. The proposal is likely to improve student learning, academic growth and achievement
3. Increased learning opportunities for all students, with special emphasis on expanded learning experiences for students who are at risk of academic failure
4. The use of innovative and effective teaching methods
5. Appropriate knowledge of educational pedagogy for the grades proposed by the schools
6. The creation of new professional learning, leadership, and collaboration opportunities for teachers, school leaders, and other school personnel
7. Parents and students are provided with expanded choices in the types of educational opportunities that are available within the Knox County Schools
8. Clear, measurable student achievement criteria with built-in accountability criteria
9. A culture of continuous learning, improvement, and excellence that will reinforce student learning, increase student academic success, and close unacceptable achievement gaps
10. Meets all criteria outlined in state law and stated requirements of the Knox County Schools

B. The second phase of the review process includes the following:

1. For proposals considered high quality and meeting all state, legal and local requirements, an interview will be scheduled with members of the proposed school’s founding group, which should include the applicants, proposed governing board representatives, and other
members who speak knowledgably about the proposed academic program, organizational capacity, budget and governance structure.

2. Proposals of sufficient quality and completeness may undergo a Request for Amendment process in an attempt to resolve review committee concerns and assure compliance with all applicable laws and regulations.

Although the scoring rubric is from the State of Tennessee, the review committee will consider evidence of the following general criteria:

A. A viable plan to meet the needs of special populations: students with disabilities, English Language Learners, and economically disadvantaged students.

B. Increasing high school graduation rates for students at risk of not graduating

C. A focus on middle school students’ academic achievement and the transition to high school

D. Use of high quality assessments designed to measure the learning of the critical concepts and are aligned with Tennessee State Standards and Common Core Standards

E. Management and leadership capability to overcome initial start-up challenges and establish a fiscally viable school

F. Increasing the acquisition, adoption and use of professional development systems that provide teachers and school leaders with the information and resources they need to inform and improve instructional practices, decision-making and overall effectiveness

G. Use of data to make instructional decisions with an established system of communication between administration, school director and teachers

H. Partnering with schools located in the area in which the school will locate to share best practices and innovations

I. A well-developed plan to build and extend relationships with community partners, stakeholders, parents and the school district personnel

J. Adherence to the Board’s stated charter school priorities

In cases where the proposed school would partner with a non-profit Charter School Management Organization (CMO) or a business, community or educational partner organization, the review committee will conduct a due diligence process with the organization to ascertain the organization’s structure, staffing, finances, plans for the future and the academic performance of other schools it serves that enroll similar populations of students.

The review committee and/or the KCS Director of Schools may also interview representatives of the proposed management or partner organization to discuss the responses to the questionnaire.
APPROVED CHARTER SCHOOLS

A charter school shall be operated in accordance with the Charter Agreement approved by the Board of Education. Should adjustments or amendments to the Charter Agreement be needed, the governing body may apply to the Board for any amendment to or deviation from the Charter Agreement. Material deviations from the Charter Agreement may result in the revocation of the Charter Agreement by the Board. Examples of substantial deviations may include, but are not limited to, changes to transportation or special education services, changes to the governing board, or alteration of the opening date of school, the location of the school, the targeted student population, etc. Should the Charter School substantially deviate from the charter without prior approval from the Board, the Board may revoke the Charter.

A. Training - The governing body of an approved charter school is to conduct at least one annual board training course and provide documentation of such training to the Board of Education. The training course must be certified by the Tennessee Charter Schools Association.

B. Reporting Requirements - The Governing Body of an approved charter school shall make a written report to the Board annually between August 1 and September 1. This reporting requirement shall begin in the year after the year in which the charter school begins operation. This annual report shall include: a report on the progress of the school in achieving its goals, objectives, student performance standards, contents standards, and all other terms of the Charter Agreement; the same information required in the reports prepared by local boards of education pursuant to state laws, rules and regulations; and financial records of the school, including revenues and expenditures. This report shall provide a detailed accounting, including the amounts and sources, of funds other than those funds received under T.C.A. § 49-13-112(a). These funds shall include, but not be limited to, any funds received from sources under T.C.A. § 49-13-112(e).

C. Renewals - Not later than October 1st of the year prior to the year in which the charter agreement expires, the governing body of a public charter school may submit a renewal application to the Board. The Board shall make its renewal decision based on the Governing Body's annual report. The Board may revoke or deny renewal of a public charter school agreement for:

1. a material violation of the conditions, standards or procedures set forth in the Charter;

2. failure to meet the state’s accountability system for two (2) consecutive years; or

3. failure to meet generally accepted standards of fiscal management.

D. Waiver of Requirements - Waivers granted by the Commissioner of Education must be presented in writing. The Director of Schools may grant waivers with regard to the Knox County Schools rules, procedures, requirements or any other administrative regulation that applies to the Charter School. Any application for waiver that conflicts with the Charter Agreement will be denied.

1. All waiver requests shall be submitted in writing no later than sixty (60) days prior to the Charter School’s intention to implement the waiver, if granted.
2. All waiver requests shall include a listing of the specific administrative regulation requested to be waived.

3. All waiver requests shall include detailed documentation of the grounds for requesting the waiver and specific evidence showing how the administrative regulation currently inhibits or hinders the proposed charter school’s ability to meet its goals or comply with its mission statement.

4. All waiver requests filed with the administration shall contain information on any other waiver requests filed with the Commissioner of Education, including the status of those waiver requests.

E. The Board will annually withhold 3% of a charter school’s funds or $35,000, whichever is lesser, if the charter school is contracting with the Knox County Schools for services. If, for the school year, the total amount of the authorizer fees collected by the LEA exceeds the amount used by the LEA to perform its authorizing obligations and responsibilities, the LEA shall distribute the amount remaining to its authorized charter schools. This allowance will prevent a substantial loss if the Knox County Schools provides services, such as food service, transportation or other contracted student services, and a charter closes prior to paying for such services or obligations.

Legal References:

7. T.C.A. § 49-13-120.
8. T.C.A. § 49-13-120.

Approved as to Legal Form 10/23/2017
By Knox County Law Director
/Gary T. Dupler/Deputy Law Director
In order to establish an environment conducive to learning for each student, the Board establishes the following goals:

1. To assure all students the same educational opportunities regardless of race, color, creed, religion, ethnic origin, sex or disabilities;

2. To protect and observe the legal rights of students;

3. To enhance the self-image of all students by helping them feel respected and worthy through a learning environment which provides positive encouragement from frequent success;

4. To provide an environment of reality in which students can learn personal and civic responsibility for their actions through meaningful experiences as school citizens;

5. To deal with students in matters of discipline in a fair and constructive manner;

6. To provide for the safety, health and welfare of students; and

7. To promote faithful attendance and good work.

Legal Reference:

All students shall have the same opportunities regardless of race, color, creed, religion, ethnic origin, sex or disabilities.¹

Legal Reference:

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

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

The attendance supervisor/designee shall oversee the entire attendance program which shall include the following:

1. Adhering to all accounting and reporting procedures and their dissemination;

2. Providing alternative program options for students who severely fail to meet minimum attendance requirements;

3. Ensuring that all school-age children attend school;

4. Providing documentation of enrollment status upon request for students applying for new or reinstatement of driver’s permit or license; and

5. Notifying the Department of Safety whenever a student with a driver’s permit or license withdraws from school.

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

Absences shall be classified as either excused or unexcused as determined by the school leader or his/her designee. Excused absences shall include:

1. Personal illness;

2. Illness of immediate family member;

3. Death in the family;
4. Extreme weather conditions;

5. Religious observances;

6. College visits;

7. Pregnancy;

8. School sponsored or school endorsed activities;

9. Military active duty/deployment (as outlined below);
   a) An excused absence for one (1) day when the member is deployed;
   b) An excused absence for one (1) day when the service member returns from deployment; and
   c) Excused absences for up to ten (10) days for visitation when the member is granted rest and recuperation leave and is stationed out of the country.

10. Summons, subpoena, or court order; or

11. Circumstances which in the judgment of the school leader create emergencies over which the student has no control.

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

The principal or designee shall be responsible for ensuring that:

1. Attendance is checked and reported daily for each class;

2. Daily absentee sheets contain sign-in/sign-out sheets and indicate students present or absent for the majority of the day;

3. All student absences are verified;

4. Written excuses are submitted for absences and tardiness;

5. If necessary, verification is required from an official or other source to justify absences;

6. System-wide procedures for accounting and reporting are to be followed;

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

8. Students in a homebound program are not marked absent from school. Attendance for homebound students is recorded by the homebound teacher.
GRADES K-12

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

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

APPEAL PROCESS11

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

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

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

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

PROGRESSIVE TRUANCY INTERVENTION PLAN12

Parent or guardian shall be notified each time a student has five (5) days (aggregate) of unexcused absences and that attendance at school is required. Additional notices shall be sent after each successive accumulation of five (5) unexcused absences.13

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

Students with ten (10) unexcused absences shall be subject to the Progressive Truancy Intervention framework outlined below:
Tier I

Tier I of the progressive truancy intervention plan shall include the following:

1. A conference between school officials, the student, and the student’s parent/guardian;
2. An attendance contract, signed by the student, the parent/guardian, and social worker. The contract shall include the following:
   a. A specific description of the school’s attendance expectations for the student;
   b. The period for which the contract is in effect;
   c. Penalties for additional absences and alleged school offenses, including additional disciplinary action and potential referral to juvenile court; and
3. Regularly scheduled follow-up meetings to discuss the student’s progress.

Tier II

If a student accumulates additional unexcused absences in violation of the attendance contract in Tier I, the student will be subject to Tier II.

1. A school employee shall conduct an individualized assessment detailing the reasons a student has been absent from school and, if necessary, referral of the child to counseling, community-based services, or other in-school or out-of-school services aimed at addressing the student’s attendance problems.

Tier III

Tier III shall be implemented if the truancy interventions under Tier II are unsuccessful.

Referral to an off-campus conference between school officials, the student, and the student’s parent/guardian in an external truancy review or problem-solving process.

PROMOTING SCHOOL ATTENDANCE

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

1. **Assuring quality classroom experience.** Maximum effort shall be made in all classroom settings to provide a quality learning experience for each individual and to ensure that each day’s class time is important.

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

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

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

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

**PRE-KINDERGARTEN**

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

**STATE-MANDATED ASSESSMENT**

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

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

**CREDIT/PROMOTION DENIAL**

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

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

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

**DRIVER’S LICENSE REVOCATION**

More than ten (10) consecutive or fifteen (15) reported unexcused absences by a student during any semester renders a student ineligible to retain a driver’s permit or license or to obtain such if of age.
In order to qualify for reclaiming a driver’s permit or license, the student must make a passing grade in at least three (3) full unit subjects or their equivalency at the conclusion of a subsequent grading period.

Legal References:

1. TRR/MS 0520-01-03-.08(1)(a); T.C.A. § 49-1-3006.
2. T.C.A. § 49-6-3017(c).
4. TRR/MS 0520-01-02-.17(1)(c).
5. TRR/MS 0520-01-03-.03(15); T.C.A. § 49-6-2904(b)(5).
6. T.C.A. § 49-6-3019.
7. T.C.A. § 49-6-3007; T.C.A. § 49-6-3009.
Students residing outside the boundaries of the school system may attend schools within the school system, providing they have an approved transfer.¹

Students residing outside the boundaries of the school system with approved transfers are not eligible for transportation services provided by the school system.²

Legal Reference:

1. TCA §49-6-3104
2. TCA §49-6-3112
**Section J**: Students

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<td>Compulsory Attendance Ages</td>
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<td>Issued: 7/95</td>
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Children between the ages of six (6) and seventeen (17) years, both inclusive, must attend a public or private school. Under certain circumstances the Board may temporarily excuse students from complying with the provisions of the compulsory attendance law. Pregnancy shall not constitute a reason to be exempted from compulsory school attendance.

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

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

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

A child entering a special education program shall be no less than three (3) years of age.

The compulsory attendance law shall not apply to the following:

1. Children mentally or physically incapacitated to perform school duties, such disabilities to be attested by a duly licensed physician in all cases;
2. Children who have complete high school and hold a high school diploma;
3. Children temporarily excused from attendance in school under rules and regulations promulgated by the state board of education, which rules and regulations shall not be in conflict with TCA § 49-6-3001.
4. Children six (6) years of age or under whose parent or guardian have filed a notice of intent to conduct a home school as provided by TCA § 49-6-3001 or who are conducting a home school as provided by TCA § 49-6-3050; and
5. Children who have attained their seventeenth (17th) birthday and whose continued compulsory attendance, in the opinion of the Board of Education in charge of the school to which the children belong and are enrolled, results in detriment to good order and discipline and to the instruction of other students and is not substantial benefit to the children.
Legal References:

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

Approved as to Legal Form 8/25/2017

By Knox County Law Director

/Gary T. Dupler/ Deputy Law Director
A parent wishing to conduct a home school shall meet the following requirements:

1. Provide notice to the Director of Schools prior to each school year of the intent to conduct a home school by completing an Intent to Home School form;

2. Submit to the Director of Schools the name, number, age, grade level of children to be home schooled, location of the school, curriculum to be offered, proposed hours of instruction, qualifications of the parent-teacher, and a description of the course to be taught each year;

3. Maintain attendance records, subject to inspection of the local Director of Schools;

4. Submit attendance records to the Director of Schools at the end of the school year;

5. Provide instruction for at least four (4) hours per day for the same number of instructional days as are required by state law for public schools;

6. Possess a high school diploma or GED;

7. Cooperate in the administration to home school students of appropriate tests by the Commissioner of Education, his designee or by a professional testing service;

8. Take action according to state law if home school student falls behind appropriate grade level;

9. Submit proof of immunization to the Director of Schools that the home school student has been vaccinated as required by law;

10. Submit proof to the Director of Schools that other health services and examinations as required by law have been received by the home school student; and

11. In the event of illness or inadequacy of the home school parent-teacher to teach a specific subject, employ a tutor having the same qualifications as required of parent-teacher.

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

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

The Director of Schools, through the Attendance Supervisor, shall have the attendance records of the home school inspected at the end of each school year in order to provide assistance in implementing the Compulsory Attendance Law.
If a home school student falls more than one (1) year behind his appropriate grade level in his comprehensive test score for two (2) consecutive tests, and if a certified teacher who would have taught the child at his grade level determines through appropriate means that the student is not learning disabled, the Director of Schools shall require the parents to enroll the child in a public, private or church-related school.\(^5\)

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

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

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

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Legal References:

1. TCA 49-6-3001(c).
2. TCA 49-6-3050(b).
4. TCA 49-6-3050(b)(2).
5. TCA 49-6-3050(b)(6)(C).
6. TCA 49-50-801 (c)(d)
To ensure that homeless students, referred to as students in transition by ESSA, shall have equal access to the same free, appropriate public education as provided to other children and youth:¹

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

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

ENROLLMENT

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

PLACEMENT

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

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

If it is not in the student’s best interest to attend the school of origin, or the school requested by the parent/guardian or unaccompanied youth, the director or his/her designee shall provide a written explanation of the reasons for the determination, in a manner and form that is understandable to the
parent/guardian or unaccompanied youth. The written explanation shall include a statement regarding the right to appeal the placement decision. If the placement decision is appealed, the district shall refer the parent/guardian or unaccompanied student to the student support services supervisor, who shall carry out the dispute resolution process as expeditiously as possible and in accordance with the law.

RECORDS

Records ordinarily kept by the school shall be maintained for all students in transition. Information regarding a student in transition’s living situation shall be treated as a student education record, and shall not be considered directory information.

SERVICES

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

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

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

Legal References:


Approved as to Legal Form 8/25/2017
By Knox County Law Director
/Gary T. Dupler/Deputy Law Director
Any student entering school for the first time must present:

1. Officially acceptable evidence of date of birth at the time of registration;
2. Evidence of a current medical examination. There shall be a complete medical examination of every student entering school for the first time. This applies to kindergarten, first grade and other students for whom there is no health record;
3. Evidence of state-required immunization;
4. Proof of residency in school zone.

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

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

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

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

1. He fails to enroll within thirty (30) calendar days after school officially starts; or
2. He has dropped out of school and wants to re-enter.

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

1. T.C.A. § 49-6-3008(b).
2. TRR/MS 0520-1-3-.08(2)(a).
3. T.C.A. § 49-6-5001(c).
4. T.C.A. § 49-6-3001(c)(6); T.C.A. § 37-1-131(a)(2).
5. T.C.A. § 49-6-3051.
TO SCHOOLS

Students, including those in kindergarten, must attend the school to which they are assigned by virtue of their parent(s) or guardian(s) legal residence. Students must enroll in the school of appropriate grade in their zone unless a transfer has been approved. If students do not reside with both parents, students are then zoned to attend the school based on their primary or residential parent’s legal address.¹

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

TO CLASSES

The principal shall be responsible for assigning all students to classes.²

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

Legal References:

1. T.C.A. § 49-6-3102 through 3103.
2. T.C.A. § 49-6-3101(f), § 49-6-3102.

Approved as to Legal Form 8/25/2017
By Knox County Law Director
/Gary T. Dupler/Deputy Law Director
The Knox County Board of Education recognizes that there are situations where, in the best interest of a student, a family may wish for their child to attend a school other than the one to which he or she has been assigned. The policy below sets forth the parameters through which such a transfer may be sought.

**DEFINITIONS**

The term "base school" means the school located in the parent's or guardian's school zone of residence where the student is required to attend unless a transfer is granted.

The term "receiving school" means the school to which a transfer is requested or granted.

An “out-of-zone student” is a student who attends a school that is not his or her base school.

The term “budget allocation model” refers to the formula used by the Knox County Schools to equitably assign teaching positions to schools across the system.

**CONDITIONS FOR GENERAL TRANSFERS**

**Transportation.** Transportation of transferring students from base school to receiving school will not be provided by the Board of Education unless expressly stated herein. Unless so stated, transportation shall be the responsibility of the parents, guardians or students.

**Required Approval.** No out-of-zone student may be enrolled without a transfer approved by the Supervisor of Enrollment based upon parental application submitted within the transfer period established by the Director of Schools.

**Available Capacity.** All transfers are subject to limitations of available capacity. Determination of capacity will take into consideration physical space available, program offerings and the staffing level established under the school system budget allocation model.

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

**Employees' Children Transfers.** Children of teachers employed by the Knox County Schools, upon application, shall be granted transfer to the school where the teacher is employed. The Knox County
Schools will make every effort to extend this benefit more broadly to all contract employees. Therefore, every effort will be made to grant requested transfers for children of all employees to the school where the parent works, or the school of their choice, on a space available basis. Employees of Knox County Schools with a change in employment status after the general transfer application periods have concluded may apply for a transfer for their children to the Office of the Supervisor of Enrollment.

Wrongful Enrollment. Any out-of-zone student found to be enrolled in or attending a school other than their base school without an approved transfer shall be returned to the appropriate base school at the end of the semester in which the violation is discovered, unless the Director of Schools determines it is in the best interests of the student and/or the school system to do otherwise. If the wrongful transfer or enrollment is believed to have been a willful action on the part of a parent or guardian, the Director of Schools may pursue action under the provisions of the Tennessee Code Annotated.2

GENERAL TRANSFER APPLICATION

Application. Only the student's parent or guardian may apply for a transfer on behalf of the student. The Director of Schools will establish a transfer procedure that will provide transparent and equitable opportunity for transfer to all applicants. General transfers must be requested during a one of the annually established periods. Period one shall begin on the first business day of October and end on the Tuesday following President’s Day. Period two shall begin on the first business day of May and end on the first business day in July. Parents or guardians of students changing residence or family status after the general transfer application periods have concluded may apply for a transfer to the Office of the Supervisor of Enrollment. If an application is not made at the proper time, or is denied, students shall report to their base school at the beginning of the new school year.

The Director of Schools has the authority to administratively place a student for what the Director determines to be the well-being of the student or the best interests of the school system.

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

1. Supervisor of Enrollment
2. Appeals Committee
3. Director of Schools
4. Knox County Board of Education

SCHOOL CHOICE TRANSFERS UNDER THE ELEMENTARY AND SECONDARY EDUCATION ACT (ESEA OR NO CHILD LEFT BEHIND)

Students granted School Choice transfers will be permitted to remain at the receiving school through the terminal grade level.

Legal References:
1. TCA § 49-6-3113 (b) (1).
2. TCA § 39-16-504.
Qualified applicants applying to magnet schools and programs who have a sibling attending the magnet school and who will continue to attend that school the next year will be given priority admission, subject to the availability of space, to the magnet school and program. The applicant must apply within the regular application period in order to receive sibling priority for placement. For purposes of this rule, a sibling shall be defined as a brother, sister, half-brother, half-sister, stepbrother, stepsister, or foster child living in the same household.

Legal References:

1. Applicants must meet all eligibility requirements for admission to the magnet program and compliance guidelines as specified by the Office of Civil Rights before being eligible for the Sibling Priority Admission policy.
The Knox County Board of Education established a regional Science, Technology, Engineering and Mathematics (STEM) school, the L&N STEM Academy (hereinafter “the Academy”) in 2011. The Academy began as a high-quality, rigorous, stand-alone Knox County magnet school focused on the STEM disciplines and particularly on the use of technology as a learning tool. The Academy is not a comprehensive high school, and does not offer all educational services to all students. Rather, the Academy endeavors to provide opportunities not otherwise available to Knox County students and students from outside the district as provided for in this policy.

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

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

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

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

Students accepted into the Academy from out of County will not be charged tuition, so long as state and local basic education program (BEP) school funds shall also follow the student into Knox County pursuant to the provisions of State Law. Knox County is authorized to enter into an agreement with a sending LEA whereby additional funds may be transferred from the sending LEA to Knox County for the
purposes of educating the student, to the extent permitted by law.\textsuperscript{3} Furthermore, nothing in this policy shall preclude Knox County from entering into a Memorandum of Understanding or Agreement with a sending LEA regarding the admission of students from the sending LEA\textsuperscript{4} apart from the provisions of this policy, though the admission of such students may be limited by the total number of students to be admitted from any county, as set out above.

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

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

Legal References:

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

Approved as to Legal Form
By Knox County Law Director 6/1/2016

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

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

The principal or designee shall ensure that all information is completed on a student’s record before a transcript is sent to another school.
Students should be in school for the full day. Release during school hours will be permitted only in exceptional cases which meet the standards outlined in this policy. Under no circumstances may a student leave school without the approval of the principal. Neither may the student leave in the company of any person other than a parent, legal guardian, school employee, or a person designated by the parent or guardian, except by written request of the parent or guardian.

1. Hardship. Early dismissal may be granted only in highly selective cases of extreme family hardship, confirmed by the school social worker, recommended by the principal, and approved by the Superintendent. The student must satisfy all conditions listed in item (1) above and in addition must meet the following three conditions of hardship:

   a) Family income which would qualify the student for free or reduced-priced lunch (whether or not application is made);

   b) Satisfactory evidence that the student's income is necessary to prevent family destitution, that is, suffering from severe lack of food, clothing and shelter;

   c) Satisfactory evidence that the student is unable to obtain adequate employment outside regular school hours.

2. Work-Based Learning Programs. Students approved for early release for co-operative employment programs as part of regular school courses shall leave school daily according to procedures established for those programs under work-based learning guidelines.

3. Private lessons should be scheduled outside of school hours. When such is impossible, and when the time of the lesson would not conflict with the student's regular school schedule, the principal may, upon written request from the parent, permit the student's release of a period not to exceed thirty minutes for instruction and fifteen minutes for travel.

Legal References:

1. TRR/MS § 0520-1-3-.08(1)(a).
2. TRR/MS § 0520-1-3-.06 (3).

Approved as to Legal Form 8/25/2017

By Knox County Law Director

/Gary T. Dupler/Deputy Law Director
The Board expects all school staff, students and parents to assume the responsibility for appropriate behaviors in the school.

Each student has the right to:

1. Have the opportunity for a free education in the most appropriate learning environment;
2. Be secure in his person, papers and effects against unreasonable searches and seizure;
3. Expect that the school will be a safe place;
4. Have an appropriate environment conducive to learning;
5. Not be discriminated against on the basis of sex, race, color, creed, religion, national origin or disabilities;
6. Be fully informed of school rules and regulations.

Each student has the responsibility to:

1. Know and adhere to reasonable rules and regulations established by the Board;
2. Respect the human dignity and worth of every other individual;
3. Refrain from libel, slanderous remarks, and obscenity in verbal and written expression;
4. Study and maintain the best possible level of academic achievement;
5. Be punctual and present in the regular school program;
6. Dress and groom in a manner that meets reasonable standards of health, cleanliness, modesty and safety;
7. Maintain and/or improve the school environment, preserve school and private property, and exercise care while using school facilities;
8. Refrain from behavior which would lead to physical or emotional harm or disrupts the educational process;
9. Respect the authority of school administrators, teachers and other authorized personnel in maintaining discipline in the school and at school-sponsored activities;
10. Obey the law and school rules as to the possession or the use of alcohol, illegal drugs and other unauthorized substances or materials; and
11. Possess on school grounds only those materials which are acceptable under the law and accept the consequences for articles stored in one’s locker or other student's storage area.

Legal Reference:

1. T.C.A. § 49-6-2904.
Before school authorities administer disciplinary measures, reasonable inquiry shall be made to determine the truth of what happened.\(^1\) The nature of this inquiry will vary in degree with the seriousness of the offense and the consequence attached thereto.\(^2\)

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

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

If the principal determines that the offense is of such nature that the student’s continued presence would be detrimental to the school or persons within the school, he may suspend for a specified period of time.\(^3\)

Legal References:

3. T.C.A. § 49-6-3401.
The Director of Schools shall be responsible for the overall implementation and supervision of the Board’s policies of behavior and discipline and shall ensure that students at all schools are subject to a uniform and fair application of the policies.

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

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

School rules shall contain the type of behavior expected from each student, the consequences of failure to obey such standards and the importance of the standards to the maintenance of a safe learning environment where orderly learning is possible and encouraged. Each code shall address the topics of language used by students, respect for all school employees, fighting, threats, weapons on school property or at school functions, damage to the property, automated external defibrillator, or person of others, misuse or destruction of school property, drug or alcohol abuse, the sale or distribution of drugs or alcohol, student conduct on school property, conduct in classes and such other subjects as the local school shall choose to include. All such rules shall be uniform to the extent of maximum consideration for the safety and well-being of students and employees.\(^2\)

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

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

Legal Reference:
2. T.C.A. § 49-6-801 et. seq.
### Knox County Board of Education

#### Misbehaviors and Disciplinary Options

<table>
<thead>
<tr>
<th>Descriptor Code</th>
<th>Term</th>
<th>Issued</th>
<th>Revised</th>
</tr>
</thead>
<tbody>
<tr>
<td>J-191</td>
<td></td>
<td>7/95</td>
<td>6/18</td>
</tr>
</tbody>
</table>

1. The behavior code addresses the language used by students, respect for all school employees, fighting, threats, weapons on school property or at school functions, damage to the property of person or others, misuse or destruction of school property, drug or alcohol abuse, the sale or distribution of drugs or alcohol, student conduct on school property, conduct in classes and on school buses. A teacher, principal, school employee or school bus driver may use reasonable force in compliance with Tennessee law to enforce discipline and protect students.¹ ²

2. In accordance with T.C.A. § 49-10-1305, a teacher, principal, school employee may: use a physical holding restraint for a brief holding of a student in order to calm or comfort; the minimum contact necessary to physically escort a student from one area to another; assist student in completing a task or response if the student does not resist, or resistance is minimal in intensity or duration; or may hold a student for a brief time in order to prevent any impulsive behavior that threatens the student’s immediate safety or to prevent bodily harm or death to another person.

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

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

5. When choosing a higher-level response within the range of possible responses, an administrator should consider:
   - the student’s age, health, disability, decision-making ability and prior discipline history
   - the student’s willingness to repair the harm
   - the seriousness of the act
   - the potential to cause harm or the harm caused, including any injuries caused
   - the extent of actual disruption to the learning environment
   - whether the act was intentional

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

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

<table>
<thead>
<tr>
<th>Behaviors</th>
<th>Intervention Response</th>
<th>Suspension Out of School (under 10 days)</th>
<th>Extended Suspension Out of School (over 10 days)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Level 1 Behaviors</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dress Code Violation</td>
<td>A</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Vehicle Violation</td>
<td>A</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Tardy to School</td>
<td>A</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Tardy to Class</td>
<td>A</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Public Display of Affection (PDA)</td>
<td>A</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td><strong>Level 2 Behaviors</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| Repeated violations of a pattern of Level 1, with
evidence of implemented intervention (See mandatory interventions) | A,B                   | No                                      | No                                            |
<p>| Class Cut                                     | A,B                   | No                                      | No                                            |
| Profanity/Abusive Language in School          | A,B                   | No                                      | No                                            |
| Unauthorized Area                             | A,B                   | No                                      | No                                            |
| Failure to Serve Detention                     | A,B                   | No                                      | No                                            |
| Inappropriate Physical Contact/Horseplay       | A,B                   | No                                      | No                                            |
| <strong>Level 3 Behaviors</strong>                         |                       |                                         |                                               |
| Repeated violations of a pattern of Level 2 Behaviors, with evidence of implemented intervention (See mandatory interventions) | B,C,D                 | Yes                                     | No                                            |
| Cheating                                      | A,B,C                 | Yes                                     | No                                            |
| Obscene Material                              | A,B,C                 | Yes                                     | No                                            |
| Possession of Prescription or Non-Prescription Medication | A,B,C                 | Yes                                     | No                                            |
| Trespassing on School Grounds                 | A,B,C                 | Yes                                     | No                                            |
| Falsify/Forgery of Records                    | A,B,C                 | Yes                                     | No                                            |
| Disruption of Class or School Environment     | B,C                   | Yes                                     | No                                            |
| Non-Compliance with Staff Request             | B,C                   | Yes                                     | No                                            |
| Profanity/Abusive Language to Staff           | B,C                   | Yes                                     | No                                            |
| Theft of Property (Under $1,000)              | B,C                   | Yes                                     | No                                            |
| Bus Misconduct                                | B,C                   | Yes                                     | No                                            |
| Possession or Use of Tobacco Products         | B,C                   | Yes                                     | No                                            |
| (including electronic cigarettes)             |                       |                                         |                                               |
| Leaving School Grounds without permission     | B,C                   | Yes                                     | No                                            |
| Inappropriate Use of Electronic Device         | B,C                   | Yes                                     | No                                            |</p>
<table>
<thead>
<tr>
<th>Behaviors</th>
<th>Intervention Response</th>
<th>Suspension Out of School (under 10 days)</th>
<th>Extended Suspension Out of School (over 10 days)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Level 3 Behaviors (continued)</strong></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Tamper - Fire Alarm</td>
<td>B,C,D</td>
<td>Yes</td>
<td>No</td>
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<tr>
<td>Possession or Use of Fireworks</td>
<td>B,C,D</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Vandalism/Damage of Property</td>
<td>B,C,D</td>
<td>Yes</td>
<td>No</td>
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<tr>
<td>Threat Class 1</td>
<td>B,C,D</td>
<td>Yes</td>
<td>No</td>
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<tr>
<td>Fighting</td>
<td>C,D,E</td>
<td>Yes</td>
<td>Yes</td>
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<tr>
<td>Bullying</td>
<td>C,D,E</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Cyberbullying</td>
<td>C,D,E</td>
<td>Yes</td>
<td>Yes</td>
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<tr>
<td>Harassment</td>
<td>C,D,E</td>
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<tr>
<td>Sexual Harassment</td>
<td>C,D,E</td>
<td>Yes</td>
<td>Yes</td>
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<tr>
<td>Possession of Drug Paraphernalia</td>
<td>C,D,E</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td><strong>Level 4 Behaviors</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Repeated violations of a pattern of Level 3</td>
<td>D,E</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Behaviors, with evidence of implemented</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>intervention (See mandatory interventions)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Theft of Property (over $1,000)</td>
<td>D,E</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Breaking/Entering</td>
<td>D,E</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Gang Activity</td>
<td>D,E</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Threat Class 2</td>
<td>D,E</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Under the Influence</td>
<td>D,E</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Possession, Use or Distribution of Alcohol</td>
<td>D,E</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Sexual Misconduct</td>
<td>D,E</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td><strong>Level 5 Behaviors</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Repeated violations of a pattern of Level 4</td>
<td>D,E</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Behaviors, with evidence of implemented</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>intervention (See mandatory interventions)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assault of Staff</td>
<td>D,E</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Assault of Student</td>
<td>D,E</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Aggravated Assault of Student</td>
<td>D,E</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Sexual Battery (Assault)</td>
<td>D,E</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Possession of Weapon other than Firearm</td>
<td>D,E</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>(A lesser disciplinary response may be used</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>following school-based investigation)</td>
<td>E</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Bomb Threat</td>
<td>E</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Felony Behavior</td>
<td>E</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Possession, Use or Distribution of Illegal</td>
<td>E</td>
<td>No</td>
<td>(ZT) Yes*</td>
</tr>
<tr>
<td>Drugs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aggravated Assault and Battery of Teachers or</td>
<td>E</td>
<td>No</td>
<td>(ZT) Yes*</td>
</tr>
<tr>
<td>Staff</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Possession of Explosive or Incendiary Device</td>
<td>E</td>
<td>No</td>
<td>(ZT) Yes*</td>
</tr>
<tr>
<td>Possession of Handgun, Rifle or Shotgun</td>
<td>E</td>
<td>No</td>
<td>(ZT) Yes*</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>*Mandatory 180 School Days)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**Intervention Response Guidelines**

When choosing a higher-level response within the range of possible responses, an administrator should consider the student’s age, health, disability, decision-making ability, prior discipline history, willingness to repair the harm, seriousness of the act, potential to cause harm or the harm caused, the extent of actual disruption to the learning environment, and whether the act was intentional.

**Intervention Response A**
- Student tells his/her side of the story and parent/guardian notified.
- Teacher or designated staff has restorative conversation with student.
- Teacher or designated staff determines whether to involve additional school support staff.
- One or more classroom management strategies or intervention supports are initiated. Student’s individual needs and abilities should be considered when choosing interventions.

**Intervention Response B**
- Student tells his/her side of the story and has opportunity to write a statement.
- Administrator communicates with parent/guardian and determines whether to involve additional school staff.
- Documentation of prior interventions is reviewed with the parent/guardian.
- One or more additional interventions are initiated or revised as appropriate. New interventions should be considered if previous interventions have been unsuccessful.
- If necessary, administrator may assign an alternate learning location within the school for up to two (2) days.
- If response has been escalated as a result of a repeated pattern of Level 1 Behaviors, administrators could refer student to PIT as an intervention in Response B.

**Intervention Response C**
- Student tells his/her side of the story and has opportunity to write a statement.
- Administrator communicates with parent/guardian and determines whether to involve additional school staff.
- Documentation of prior interventions is reviewed with the parent/guardian.
- One or more additional interventions are initiated or revised as appropriate. New interventions should be considered if previous interventions have been unsuccessful.
- If necessary, administrator may assign an alternate learning location within the school for up to three (3) days OR one (1) to four (4) days of out of school suspension.
- Restorative conference should be considered upon re-entry depending on the nature and level of harm caused by the behavior.
- If response has been escalated as a result of a repeated pattern of Level 2 Behaviors, administrators could refer student to PIT as an intervention in Response C.

**Intervention Response D**
- Student tells his/her side of the story and has opportunity to write a statement.
- Administrator communicates with parent/guardian and determines whether to involve additional school staff.
- Documentation of prior interventions is reviewed with the parent/guardian.
- One or more additional interventions are initiated or revised as appropriate. New interventions should be considered if previous interventions have been unsuccessful.
- If necessary, administrator may assign five (5) to ten (10) days of out of school suspension.
- Restorative conference required upon re-entry to school.
- Any out of school suspension over four (4) days requires a disciplinary hearing.
Intervention Response E

- Student tells his/her side of the story and has opportunity to write a statement.
- Administrator communicates with parent/guardian and determines whether to involve additional school staff.
- Documentation of prior interventions is reviewed with the parent/guardian.
- One or more additional interventions are initiated or revised as appropriate. New interventions should be considered if previous interventions have been unsuccessful.
- If necessary, administrator may assign eleven (11) to forty-five (45) days of out of school suspension.
- Restorative conference required upon re-entry to school.
- Any out of school suspension over four (4) days requires a disciplinary hearing.

NOTE:

- All interventions are to be documented.
- All out of school suspensions over five (5) days must be referred to School Support Teams prior to a disciplinary hearing.
- Students with patterns of suspension could be referred to the School Support Teams as well.

ADDITIONAL GUIDELINES

1. A student shall not be suspended solely because charges are pending against him/her in juvenile or other court;
2. A student may be suspended for off campus criminal behavior that results in a student being legally charged with an offense that would be classified as a felony if the student was charged as an adult or if adjudicated delinquent for an offense that would be classified as a felony if the student was an adult, or if the student was convicted of a felony, and the student’s continued presence in school poses a danger to persons or property or disrupts the education process;
3. A principal shall not impose successive short term suspensions that cumulatively exceed ten (10) days for the same offense;
4. A teacher or other school official shall not reduce or authorize the reduction of a student’s grade solely on the basis of discipline problems except in deportment or citizenship;
5. A student shall not be denied the passing of a course or grade promotion solely on the basis of absences except as provided by Board policy;
6. A student shall not be denied the passing of a course or grade promotion solely on the basis of failure to:
   a. pay any activity fee;
   b. pay a library or other school fine;
   c. make restitution for lost or damaged school property
7. Any student who is expelled may request modification pursuant to J-191 from the Director of Schools.

Legal References:
1. T.C.A. § 49-6-4107.
2. T.C.A. § 49-6-4001 through 49-6-4105.
3. T.C.A. § 49-2-303
4. T.C.A. § 49-6-3401.
5. T.C.A. § 49-6-3402.

KCS Behavior Definitions Table is attached and included in this policy.

Approved as to Legal Form 6/5/2018
By Knox County Law Director
/Gary T. Dupler/Deputy Law Director
<table>
<thead>
<tr>
<th>Code</th>
<th>Behavior</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>35</td>
<td>Aggravated Assault and Battery of Teacher or Staff</td>
<td>Intentionally or knowingly causing serious bodily injury or the use of weapon to any KCS employee and/or SRO.</td>
</tr>
<tr>
<td>36</td>
<td>Aggravated Assault of Student</td>
<td>Intentionally, knowingly, or recklessly committing an unprovoked physical attack on another student that causes injuries requiring medical attention beyond general first aid. Could also include two or more students intentionally causing or attempting to cause physical injury to another. Also includes the use of any weapon.</td>
</tr>
<tr>
<td>32</td>
<td>Assault of Staff</td>
<td>An intentional or reckless act that causes or has the potential to cause physical harm to a teacher or school staff on school grounds or at a school-sponsored activity.</td>
</tr>
<tr>
<td>33</td>
<td>Assault of Student</td>
<td>Intentionally, knowingly, or recklessly committing an unprovoked physical attack on another student. Minor physical contact, such as pushing or shoving, does not constitute assault. A child may not receive the same disciplinary consequence for their involvement in an altercation, if the school administrator determines that they acted in self-defense to protect themselves from physical harm. (TCA 49-6-3401) Response E may only be used if the attack was premeditated and if the student committing the act presents an ongoing safety risk to others. When Response E is used, evidence of premeditation and safety risk must be listed in the discipline referral.</td>
</tr>
<tr>
<td>27</td>
<td>Bomb Threat</td>
<td>Intentionally making a false report of potential harm from a bomb, dynamite, explosive or arson-causing device.</td>
</tr>
<tr>
<td>74</td>
<td>Breaking/Entering</td>
<td>Breaking in or onto any district property that includes any unauthorized entry into school property with or without destruction to the property. Includes breaking into student or staff property.</td>
</tr>
<tr>
<td>29</td>
<td>Bullying</td>
<td>Bullying is defined as unwanted, aggressive behavior that involves power imbalance. The behavior is repeated over time. The imbalance of power involves the use of physical strength, access to embarrassing information, or popularity to control or harm others. If bullying is repeated over time and persists after documented administrative intervention, expulsion may result.</td>
</tr>
<tr>
<td>51</td>
<td>Bus Misconduct</td>
<td>Engaging in conduct or behavior, which interferes with the orderly, safe, and timely transportation of students.</td>
</tr>
<tr>
<td>Code</td>
<td>Behavior</td>
<td>Definition</td>
</tr>
<tr>
<td>------</td>
<td>--------------------------------</td>
<td>-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>72</td>
<td>Cheating</td>
<td>Copying from another’s test paper; using material during a test which is not authorized by the person giving the test; collaborating with another student during the test without authorization; knowingly using, buying, selling, stealing, transporting, or soliciting, in whole or part, the contents of an unadministered test; substituting for another student or permitting another student to substitute for one’s self to take a test; bribing another person to obtain a test that is to be administered; or securing copies of the test or answers to the test in advance of the test. Cheating includes: Plagiarizing (appropriating another’s work and using it as one’s own for credit without the required citation and attribution, e.g., copying written work from the Internet, or any other source). Student may still be assigned classroom disciplinary action in addition to typical behavior intervention.</td>
</tr>
<tr>
<td>59</td>
<td>Class Cut</td>
<td>Failing to attend a scheduled class or activity without authorization.</td>
</tr>
<tr>
<td>97</td>
<td>Cyberbullying</td>
<td>Cyberbullying is bullying that takes place using electronic technology. Electronic technology includes devices and equipment such as cell phones, computers, and tablets, as well as communication tools including social media sites, text messages, chat, and websites. Examples may include mean text messages or emails, rumor sent by email or posted on social network sites, and embarrassing pictures, videos, websites, or fake profiles.</td>
</tr>
<tr>
<td>60</td>
<td>Disruption of Class or School Environment</td>
<td>Intentionally disrupting the school environment to the extent the learning of other students or the normal functioning of the school is impaired. The discipline referral should include evidence demonstrating learning or the normal functioning of the school was significantly impaired.</td>
</tr>
<tr>
<td>68</td>
<td>Dress Code Violation</td>
<td>Wearing clothing that does not comply with the school’s standard school attire policy or requirements for appropriate dress.</td>
</tr>
<tr>
<td>80</td>
<td>Failure to Serve Detention</td>
<td>Failure to follow through with an agreed upon detention.</td>
</tr>
<tr>
<td>71</td>
<td>Falsify/Forgery of Records</td>
<td>Falsifying or altering school records, including, but not limited to, written, electronic or digital school records. Writing and using the signature or initials of another person for an unauthorized purpose.</td>
</tr>
<tr>
<td>Code</td>
<td>Behavior</td>
<td>Definition</td>
</tr>
<tr>
<td>------</td>
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</tr>
<tr>
<td>87</td>
<td>Felony Behavior</td>
<td>Off campus criminal behavior that results in the student being legally charged with an offense that would be classified as a felony if the student was charged as an adult or if adjudicated delinquent for an offense that would be classified as a felony if the student was an adult, or if the student was convicted of a felony, and the student's continued presence in school poses a danger to persons or property or disrupts the educational process. <a href="http://codes.findlaw.com/tn/title-49-education/tn-code-sect-49-6-3401.html#sthash.PRRGW8uY.dpuf">See more</a></td>
</tr>
<tr>
<td>30</td>
<td>Fighting</td>
<td>Mutual participation in an incident involving physical violence</td>
</tr>
<tr>
<td>86</td>
<td>Gang Activity</td>
<td>Possessing or displaying symbols or paraphernalia of a gang or of a violent and disruptive group. Participating in the recruitment or initiation of students into a gang or a violent and disruptive group.</td>
</tr>
<tr>
<td>65</td>
<td>Harassment</td>
<td>Harassment is any unwelcome conduct that is severe, pervasive or persistent and creates a hostile environment that interferes with or limits a student's ability to participate in or benefit from services, activities, or opportunities offered by a school. Harassment meets one or more of the following criteria: is an act directed at one or more students that is received as harmful or embarrassing; is directed at one or more students; substantially interferes with educational opportunities, benefits, or programs of one or more students; substantially affects the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing emotional distress; is based on a student’s actual or perceived distinguishing characteristic, or is based on an association with another person who has or is perceived to have any distinguishing characteristics; is repeated over time – is severe, persistent, and pervasive; causes mental duress, or psychological trauma to the victim.</td>
</tr>
<tr>
<td>83</td>
<td>Improper Use of Electronic Device</td>
<td>Improper use of cell phone, Internet, or other electronic devices – Using personal technology, electronic devices, or the internet, except when used for educational purposes with the permission of the classroom teacher or school administrator, or in violation of school rules.</td>
</tr>
<tr>
<td>93</td>
<td>Inappropriate Physical Contact/Horseplay</td>
<td>Engaging in minor physical contact with another student, such as pushing, bumping or horseplay.</td>
</tr>
<tr>
<td>85</td>
<td>Leaving School Grounds without Permission</td>
<td>Leaving school grounds without the permission of school officials.</td>
</tr>
<tr>
<td>Code</td>
<td>Behavior</td>
<td>Definition</td>
</tr>
<tr>
<td>------</td>
<td>-----------------------------------------------</td>
<td>-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>61</td>
<td>Non-Compliance with Staff Request</td>
<td>Refusing to follow staff directives or comply with assigned disciplinary responses.</td>
</tr>
<tr>
<td>77</td>
<td>Obscene Material</td>
<td>Any material found that depraves or disrupts the educational process of the school. (on paper or electronically).</td>
</tr>
<tr>
<td>96</td>
<td>Possession of Drug Paraphernalia</td>
<td>Possessing any material used to produce or consume illegal drugs. Drug paraphernalia includes, but is not limited to bongs, roach clips, miniature spoons and pipes used to consume illegal drugs.</td>
</tr>
<tr>
<td>20</td>
<td>Possession of Explosive or Incendiary Device</td>
<td>Possession of any destructive device, which includes any explosive, incendiary device, or poison gas, including bombs, grenades, rockets, missiles, mines, and similar devices. Fireworks are not considered an explosive.</td>
</tr>
<tr>
<td>18</td>
<td>Possession of Handgun, Rifle or Shotgun</td>
<td>Possession of a firearm or bringing a firearm to school. This includes, but is not limited to, handguns, rifles and shotguns. As required by state and federal law, any student who brings a weapon to school will be referred to law enforcement.</td>
</tr>
<tr>
<td>21</td>
<td>Possession of Non-Lethal Firearm</td>
<td>Possessing a non-lethal firearm, weapon replica, BB gun, airgun, air soft gun, pellet gun, cap gun, or toy gun. Response E may only be utilized if possession of the non-lethal firearm or replica causes actual risk of harm to students. The specific nature of the risk must be documented in the discipline referral.</td>
</tr>
<tr>
<td>16</td>
<td>Possession of Prescription or Non-Prescription Medication</td>
<td>Possession of prescription or non-prescription medication which has not been registered with school. Includes medications that can be purchased over the counter. Includes possession of prescription medication that is registered to the student.</td>
</tr>
<tr>
<td>22</td>
<td>Possession of Weapon other than Firearm</td>
<td>Possessing, transmitting, or using a weapon, including: A knife, razor blade, box cutter, or other similar instrument utilizing a razor blade Ammunition, chains, nun-chucks, brass knuckles, or Billy clubs An electric weapon or device, such as a Taser Capsicum (Pepper spray) Weapons similar to those listed above capable of causing serious bodily injury Any weapons found on school grounds or at school functions will be confiscated and turned over to the appropriate authorities.</td>
</tr>
<tr>
<td>70</td>
<td>Possession or Use of Fireworks</td>
<td>Possessing or use of fireworks (firecrackers, bottle rockets, smoke bombs or other similar devices)</td>
</tr>
<tr>
<td>Code</td>
<td>Behavior</td>
<td>Definition</td>
</tr>
<tr>
<td>------</td>
<td>--------------------------------------------------------------------------</td>
<td>-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>50</td>
<td>Possession or Use of Tobacco Products (including Electronic Cigarettes)</td>
<td>Possessing or using any tobacco products, including but not limited to, cigarettes, cigars, vapor or e-cigarettes, or chewing tobacco.</td>
</tr>
<tr>
<td>17</td>
<td>Possession, Use or Distribution of Illegal or Prescription Drugs</td>
<td>Unlawful possession, use, or distribution of drugs, including any controlled substance, controlled substance analog, or legend drug (prescription drug). Prohibited drugs include, but are not limited to, ketamine, bath salts, and salvia. Distribution of drugs is defined as the intentional exchange of any prohibited drug with or without monetary exchange. A referral to the school social worker will be made for any student found in violation of this code.</td>
</tr>
<tr>
<td>23</td>
<td>Possession, Use, or Distribution of Alcohol</td>
<td>Possessing, using, or being under the influence of alcoholic beverages or substances that have the potential to intoxicate. A referral to the school social worker will be made for any student found in violation of this code.</td>
</tr>
<tr>
<td>64</td>
<td>Profanity/Abusive Language</td>
<td>Using profane, inappropriate, or indecent language, such as cursing on school grounds or at school-sponsored activities.</td>
</tr>
<tr>
<td>63</td>
<td>Profanity/Abusive Language to Staff</td>
<td>Directing profane or indecent language toward a teacher, staff member or administrator.</td>
</tr>
<tr>
<td>82</td>
<td>Public Display of Affection</td>
<td>PDA includes, but is not limited to, physical or verbal conduct or communication of a sexual nature and sexual behavior between parties on school grounds or school-sponsored events.</td>
</tr>
<tr>
<td></td>
<td>Repeated Violations of a pattern of Level 1 Behaviors, with evidence of implemented intervention (See mandatory interventions)</td>
<td>A repeated pattern of Type 1 behavior that continues after documentation of prior interventions. Two or more incidents of a Type 1 behavior may constitute a pattern. The discipline referral must include documentation of interventions implemented.</td>
</tr>
<tr>
<td></td>
<td>Repeated Violations of a pattern of Level 2 Behaviors, with evidence of implemented intervention</td>
<td>A repeated pattern of Type 2 behaviors that continues after documentation of prior interventions. Two or more incidents of a Type 2 behavior may constitute a pattern. The discipline referral must include documentation of interventions implemented.</td>
</tr>
<tr>
<td></td>
<td>Repeated Violations of a pattern of Level 3 Behaviors, with evidence of implemented intervention</td>
<td>A repeated pattern of Type 3 behaviors that continues after documentation of prior interventions. Two or more incidents of a Type 3 behavior may constitute a pattern. The discipline referral must include documentation of interventions implemented.</td>
</tr>
<tr>
<td></td>
<td>Repeated Violations of a pattern of Level 4 Behaviors, with evidence of implemented intervention</td>
<td>A repeated pattern of Type 4 behaviors that continues after documentation of prior interventions. Two or more incidents of a Type 4 behavior may constitute a pattern. The discipline referral must include documentation of interventions implemented.</td>
</tr>
<tr>
<td>Code</td>
<td>Behavior</td>
<td>Definition</td>
</tr>
<tr>
<td>------</td>
<td>--------------------------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>34</td>
<td>Sexual Battery (Assault)</td>
<td>Unwanted sexual contact 1) with the use of force or coercion 2) against a person's will or 3) when the victim is unable to give consent.</td>
</tr>
<tr>
<td>31</td>
<td>Sexual Harassment</td>
<td>Engaging in unwelcome sexual advances, requests for sexual favors, or other physical or verbal conduct or communication of a sexual nature. Sexual harassment includes gender-based harassment that creates an intimidating, hostile or offensive educational or work environment.</td>
</tr>
<tr>
<td>94</td>
<td>Sexual Misconduct</td>
<td>Sexual Misconduct is a consensual sexual act on school grounds or at school related activities.</td>
</tr>
<tr>
<td>73</td>
<td>Tamper-Fire Alarm</td>
<td>The deployment of the school fire alarm system in the absence of an emergency.</td>
</tr>
<tr>
<td>55</td>
<td>Tardy to Class</td>
<td>Arriving late to class.</td>
</tr>
<tr>
<td>54</td>
<td>Tardy to School</td>
<td>Arriving late to school.</td>
</tr>
<tr>
<td>89</td>
<td>Theft of Property (Over $1000)</td>
<td>Taking the property of another individual or of the school without permission, with the intent of depriving the owner of the property. The value of the property is over $1000.</td>
</tr>
<tr>
<td>88</td>
<td>Theft of Property (Under $1000)</td>
<td>Taking the property of another individual or of the school without permission, with the intent of depriving the owner of the property. The value of the property taken is under $1000.</td>
</tr>
<tr>
<td>91</td>
<td>Threat: Class 1</td>
<td>A verbal, written, electronic, or gestured threat to cause harm to students or school staff. The threat must be one that would cause a person to reasonably fear bodily injury.</td>
</tr>
<tr>
<td>92</td>
<td>Threat: Class 2</td>
<td>A verbal, written, or electronic threat to cause harm to students or staff in which evidence exists that a student has a specific, credible plan to cause harm to staff or students. The threat must be one that would cause a person to reasonably fear bodily injury.</td>
</tr>
<tr>
<td>67</td>
<td>Trespassing on School Grounds</td>
<td>Entering or remaining on school property without authorization or when suspended.</td>
</tr>
<tr>
<td>57</td>
<td>Unauthorized Area</td>
<td>Being present in areas of the school without authorization.</td>
</tr>
<tr>
<td>15</td>
<td>Under the Influence</td>
<td>A student is under the influence when they have participated in taking a substance known to prohibit one’s performance or behavior, prior to being either on campus or any school function or activity.</td>
</tr>
<tr>
<td>26</td>
<td>Vandalism/Damage of Property</td>
<td>Willfully destroying or defacing school or personal property.</td>
</tr>
<tr>
<td>66</td>
<td>Vehicle Violation</td>
<td>Operating any motorized or self-propelled vehicle on school grounds in a manner that is a threat to health and/or safety, or a disruption to the educational process. Failure to display required school parking pass or parking in an unauthorized area.</td>
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</table>
Students may be detained before or after the school day as a means of disciplinary action. The following guidelines shall be followed:

1. The student must be given at least one (1) day of written notice before detention;

2. Parents must be informed before detention takes place;

3. Students serving detention must be under the supervision of approved staff members;

4. Detention shall not exceed one (1) hour after the official closing of the school day but may be administered several days in succession;

5. Teachers must have the approval of the principal before detaining a student.
REASONS FOR SUSPENSION

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

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

IN-SCHOOL SUSPENSION

1. Students given an in-school suspension in excess of one (1) day from classes shall attend either special classes attended only by students guilty of misconduct or be placed in an isolated area appropriate for study;\(^1\) and
2. Personnel responsible for in-school suspension will see that each student is supervised at all times and has textbooks and class work assignments from his regular teachers. Students given in-school suspension shall be required to complete academic assignments and shall receive credit for work completed.\(^1\)
PROCEDURES FOR IN-SCHOOL AND OUT-OF-SCHOOL SUSPENSION

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

2. Upon suspension of any student [in-school suspension in excess of one (1) day], the administrator shall make an immediate attempt to contact the parent or guardian to inform them of the suspension. The student shall not be sent home before the end of the school day unless the parent or guardian has been contacted.

3. If the initial hearing results in suspension of four (4) days or fewer, the decision of the administrator for a short-term suspension shall be final and is not appealable above the school level. However, the parent may request a review of the suspension record for procedural correctness.²

4. The administrator shall notify the parent or guardian and Director of Schools or designee in writing:
   a. Of the suspension and the cause for it; and
   b. A request for a meeting with the parent or guardian, student and administrator, to be held as soon as possible, but no later than five (5) days following the out-of-school suspension.

5. Immediately following the scheduled meeting, whether or not attended by the parent or guardian or student, the administrator shall determine the length of the suspension and set conditions for readmission. If the administrator determines the suspension is long term, the administrator shall develop and implement a plan, which includes Restorative Practices, to the extent practicable in schools where training has been completed, for correcting the behavior when the student returns to school.

6. If at the time of the suspension the administrator determines that an offense has been committed which, in the judgment of the administrator, would justify a suspension for more than five (5) days, he or she may suspend the student unconditionally for a specified period of time or upon such terms and conditions as are deemed reasonable.

7. The administrator shall immediately give written or oral notice to the parent or guardian and the student of the right to appeal the decision to suspend for more than five (5) days. All appeals must be filed, orally or in writing, within five (5) days after receipt of the notice and may be filed by the parent or guardian, the student or any person holding a teaching license who is employed by the school system if requested by the student.

8. The appeal from this decision shall be to a disciplinary hearing authority appointed by the Board. The hearing shall be held no later than ten (10) days after the beginning of the suspension. The notice of the time and place of this hearing shall be given in writing to the parent or guardian and student by the disciplinary hearing authority.

9. After the hearing, the disciplinary hearing authority may:
   a. Order removal of the suspension unconditionally;
   b. Order removal of the suspension upon such terms and conditions as it deems reasonable;
   c. Assign the student to an alternative program;¹⁰
   d. Assign the student to a night school;⁴ or
   e. Suspend the student for a specified period of time.
10. A written record of the proceedings, including a summary of the facts and the reasons supporting the decision, shall be made by the disciplinary hearing authority. The student or principal may within five (5) days of the decision request review by the Director of Schools.

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

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

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

Grades 6-12

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

DISCIPLINE OF DISABLED STUDENTS

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

A change of placement occurs if:

a. the removal is for more than ten (10) consecutive school days or
b. the student is subjected to a series of removals that constitute a pattern of exclusion because they cumulate to more than ten (10) school days in a school year; and, because of such factors such as the length of each removal, the total amount of time the student is removed and the proximity of the removals one to another.

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

a. conduct a functional behavioral assessment and develop a behavior support plan if appropriate and
b. decide whether the offense was a manifestation of the student's physical or mental disabilities under the appropriate acts.

2. If the IEP Team determines that the offense is a manifestation of the student's physical or mental impairment, the student may not be suspended or expelled, but instead, must be placed in a setting
that more appropriately accommodates both the student's needs and the manifested offense(s). If the IEP Team determines that the offense is not a manifestation of the student's physical or mental impairment, the student is treated as if he was not an eligible child and may be suspended or expelled by the local Board of Education. Either determination is subject to due process procedures and, upon challenge, placement shall be frozen pending the outcome of any administrative or judicial proceeding. If a student is suspended or expelled by the local Board of Education, educational services, as determined by the IEP Team, must be provided during the suspension or expulsion period. In extraordinary cases, where an eligible student considered to be dangerous to himself or others must, in the system's opinion, be removed from school for more than ten (10) days, the system has the following options:

a. reach an agreement with the parent(s) to change the student's placement, or
b. seek an injunction from the appropriate federal district court to permit the system to extend the suspension/expulsion period;
c. file an expedited due process request with the State Department of Education.

3. Students who are suspected by the system of being eligible are accorded the same due process rights as are eligible students.

Legal References:

1. T.C.A. § 49-6-3401.
3. T.C.A. § 49-6-501.
4. T.C.A. § 49-6-4201 - § 49-6-4203; T.C.A. § 39-17-1309.
8. T.C.A. § 49-6-3402.

Approved as to Legal Form 6-7-2017
By Knox County Law Department
/Gary T. Dupler/Deputy Law Director
In order to ensure a safe and secure learning environment free of drugs, violence and dangerous weapons, any student who engages in the following behaviors shall be removed from the base school for a period of not less than one (1) calendar year. And shall be offered an alternative placement to complete school work. The Director of Schools has the authority to modify this suspension requirement on a case-by-case basis.

Zero tolerance acts are as follows:

1. Any student who while at a school bus stop, on a school bus, on school property or while attending any school event or activity:
   
   (a) unlawfully possesses a legend drug or any other controlled substance; or
   
   (b) knowingly possesses a firearm as defined in 18 U.S.C. § 921; or
   
   (c) commits aggravated assault on a teacher, a School Resource Officer (SRO), an officer of the law assigned to patrol a Knox County School property or other employee of the school system; or
   
   (d) possession of explosive or incendiary device.

It is the Board's intent that the Director of Schools exercise his power to modify to ensure that no student shall be out of school for more than two semesters for a zero tolerance offense. Upon re-entry to the base school, a restorative conference shall be utilized to the extent practicable.

The Director of Schools shall consider each zero tolerance case for placement in the alternative school program.

Legal References:

1. T.C.A. § 49-6-3401(g).

Approved as to Legal Form 6/7/2017
By Knox County Law Director
/Gary T. Dupler/Deputy Law Director
The Board shall establish a Disciplinary Hearing Authority (DHA) to conduct hearings for students who have been suspended for five (5) or more school days. The DHA shall consist of at least one (1) licensed employee of the Board of Education but no more than the number of members of the Board.

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

The DHA may take the following disciplinary actions:

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

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

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

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

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

Legal Reference:

1. T.C.A. § 49-6-3401.
**Admission of Suspended or Expelled Students**

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

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

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

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

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¹ Legal Reference:

1. T.C.A. § 49-6-3401(f).

Approved as to Legal Form 8/25/2017

By Knox County Law Director

/Gary T. Dupler/Deputy Law Director
### INTERROGATIONS BY SCHOOL PERSONNEL

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

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

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

### INTERROGATIONS BY POLICE

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

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

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

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

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

1. Evidence of any violation of the law;

2. Evidence of any violation of school rules or regulations or proper standards of student or faculty conduct;

3. Any object or substance which, because of its presence, presents an immediate danger of harm or illness to any person.

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

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

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

1. A particular student has violated policy;

2. The search could be expected to yield evidence of the violation of school policy or disclosure of a dangerous weapon or drug;

3. The search is in pursuit of legitimate interests of the school in maintaining order, discipline, safety, supervision and education of students; and

4. The primary purpose of the search is not to collect evidence for a criminal prosecution.

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

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

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

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

1. Seized and admitted as evidence in any hearing, trial, suspension or dismissal proceeding. It should be tagged for identification at the time it is seized and kept in a secure place by the principal or the principal’s designee until it is presented at the hearing. At the discretion of the principal, the items seized may be returned to the parent or guardian of a student or, if it has no significant value, the item may be destroyed, but only with the express written permission of the Director of Schools.

2. Any seized item may be turned over to any law enforcement officer. Any dangerous weapon or drug as defined in TCA 49-6-4202 shall be turned over to an appropriate law enforcement official after completion of an administrative proceeding at which its presence is reasonably required.

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

1. Search any area of the school premises, any student or any motor vehicle on the school premises;

2. Identify or dispose of anything found in the course of a search conducted in accordance with this policy.

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

ARREST OF A STUDENT AT SCHOOL

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

Legal Reference:

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

Approved as to Legal Form
By Knox County Law Director 5/9/2016
/Gary T. Dupler/Deputy Law Director
### Knox County Board of Education

#### Section J: Students

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<tr>
<th>Descriptor Term:</th>
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<tr>
<td>Random Searches For Dangerous Weapons</td>
<td>J-201</td>
<td>11/08</td>
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It is the goal of Knox County Schools to provide a safe learning environment free from dangerous weapons. The use of dangerous weapons has reached a life threatening level and, therefore, random searches are necessary to protect the student body.

All vehicles, lockers other storage areas, containers, packages and their contents brought onto the school property by students or visitors are subject to search for weapons.

Random searches will be conducted in a manner no more intrusive than necessary to achieve the goal of preventing firearms and other dangerous weapons in schools. Random personal searches of students may be conducted on school campuses by the use of walk-through metal detectors or hand held magnetometers.

Any provision in this policy shall not preclude the school district from conducting reasonable searches as approved in Policy J-200 where such a search is warranted to protect the safety of students and staff.

Containers carried on campus by students, including, but not limited to, backpacks, book bags, handbags and musical instrument cases, are subject to search by certified explosives detection canine, hand held magnetometers, x-ray machine or physical inspection by authorized school employees.

Material held in contravention of Knox County Board of Education policy and other contraband discovered during the course of a random search for firearms or other dangerous weapons shall be confiscated and students in possession of such items will be subject to discipline.

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

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

As required by Tennessee law, firearms, other dangerous weapons and controlled substances as defined by Tennessee law discovered in the course of a random search for firearms or other dangerous weapons shall be reported to law enforcement.

Policy J-201 has been promulgated to address the Board's concern about the significant increase in dangerous weapons found in Knox County Schools based on gun violence in our community. Unless further action is taken by the Board, this policy shall expire and Knox County Schools shall cease doing random searches at the conclusion of the 2019-2020 school year.
Legal References:

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

Approved as to Legal Form

By Knox County Law Director 8/25/2017

/Gary T. Dupler/Deputy Law Director
Knox County Schools does not discriminate in its programs nor does it tolerate harassment for any reason including, but not limited to, harassment on the basis of actual or perceived gender, sexual orientation, national origin, disability, religion, race, color or any other Federally identified protected area. Harassment of any student will not be tolerated. Harassment is defined as conduct, advances, gestures or words of a nature which:

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

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

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

Any student found to have engaged in harassment shall be subject to disciplinary actions, including, but not limited to, verbal warning, suspension, or expulsion, within requirements of state and federal law.
Knox County Board of Education Policy

**Section J:**

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<td><strong>Issued:</strong> 6/05</td>
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**GENERAL**

Knox County Schools prohibits acts of harassment, intimidation, bullying and cyber-bullying. A safe and courteous environment in school is necessary for students to learn and achieve. Harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student’s ability to learn and a school’s ability to educate students in a safe and orderly environment; and since students learn by example, administrators, faculty, staff and volunteers should be positive role models in demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation or bullying. All Knox County Schools teachers and administrative personnel are responsible for ensuring this policy is faithfully implemented in all areas under their purview or direct supervision.

“Cyber-bullying” means bullying undertaken through the use of electronic devices;

“Electronic devices” include, but are not limited to, telephones, cellular phones or other wireless telecommunication devices, personal digital assistants (PDAs), computers, electronic mail, instant messaging, text messaging, and web sites;

“Harassment, intimidation or bullying” means any act that substantially interferes with a student’s educational benefits, opportunities or performance; and:

(A) If the act takes place on school grounds, at any school-sponsored activity, on school-provided equipment or transportation or at any official school bus stop, the act has the effect of:

(i) Physically harming a student or damaging a student’s property;

(ii) Knowingly placing a student or students in reasonable fear of physical harm to the student or damage to the student’s property;

(iii) Causing emotional distress to a student or students; or

(iv) Creating a hostile educational environment; or

(B) If the act takes place off school property or outside of a school-sponsored activity, it is directed specifically at a student or students and has the effect of creating a hostile educational environment or otherwise creating a substantial disruption to the education environment or learning process.

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

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

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

1. Provide on-going professional development for staff to prevent harassment, intimidation and bullying.

2. Implement practices to achieve safer and less violent schools for students, teachers and administrators through Restorative Practices, Positive Behavior Intervention Support, and professional development regarding implicit biases. Unless the schedule is modified, training is expected to continue through 2019.

3. Endeavor to ensure that the curriculum does not promote stereotypical views of any group and recognizes the accomplishments and contributions of all peoples.

4. Provide a comprehensive digital citizenship training program at all levels.

REPORTING AND RESPONSE

Students who feel they are being harassed, bullied or intimidated may report this concern to any teacher or school administrator or the office of the Superintendent using any means of communication with which they feel comfortable. Students may report anonymously, and anonymous reports will be treated with the same level of urgency as all other reports.

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

A school employee, student or volunteer who possesses reliable information that a student has electronically transmitted a credible threat to cause bodily injury or death to another student or school employee shall report such information to the Principal or other school administrator. The Principal shall, in consultation with the appropriate district administrative personnel, make a determination regarding the disposition of the report with respect to appropriate investigations and disciplinary actions.
Failure to report reliable information about an electronically transmitted credible threat to a student or employee may result in disciplinary action for the student or employee withholding the information. If a volunteer fails to report such information, the volunteer may be restricted from volunteering at any further school related activities.

A school employee, student or volunteer may not engage in reprisal or retaliation against a victim of, witness to, or person with reliable information about an act of harassment, intimidation, bullying or cyber-bullying.4

No student shall be the subject of reprisal for any report of bullying, harassment and intimidation. Students found to have perpetrated acts of reprisal shall be subject to appropriate disciplinary action as described in Board Policy J-191.4,5

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

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

1. The developmental level and maturity levels of the parties involved;
2. The levels of harm as determined by the student’s ability to be educated in a safe and orderly environment;
3. The surrounding circumstances;
4. The nature of the behavior(s);
5. Past incidences or continuing patterns of behavior;
6. The relationships between the parties involved; and
7. The context in which the alleged incidents occurred.
8. The efficacy of restorative practices with the students involved.

Consequences and appropriate remedial action for students who commit acts of harassment, intimidation or bullying may range from behavioral interventions up to and including suspension or expulsion. The appropriate action will be consistent with established Board policy, case law, and federal and state statutes.

Legal References:

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

Approved as to Legal Form
By Knox County Law Director 6/7/2017
/Gary T. Dupler/Deputy Law Director
GENERAL

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

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

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

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

STUDENT CONDUCT

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

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

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

SAFE RELOCATION OF STUDENTS

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

If steps beyond the use of reasonable or justifiable force are required, the student shall be allowed to remain in place until local law enforcement officers or school security officers can be summoned to
relocate the student or take the student into custody until such time as a parent or guardian can assume custody of the student.

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

Legal References:

2. T.C.A. § 49-6-4008.
In order to protect the rights of students, to safeguard the learning environment, and to contribute to an alcohol, drug, and tobacco free environment, the Board’s plan for addressing issues related to these substances shall include the following:\(^1\):

1. Appropriate ways for handling alcohol/drug-related medical emergencies;

2. Guidelines for reporting alcohol/drug incidents and illegal activities;

3. Guidelines for referral of students who may have an alcohol/drug problem and/or are considered "high risk" to agencies and other sources of appropriate help;

4. Effective working relationships with appropriate community agencies, such as alcohol/drug service providers, law enforcement agencies and judicial officials; and

5. Availability of information promoting a drug free environment to each school community.

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

1. Developing and implementing an appropriate curriculum on alcohol and drug education for students;

2. Providing adequate information and training for all staff personnel as appropriate to their responsibilities;

3. Implementing the relevant portions of the Drug-Free Youth Act\(^2\):

4. Developing administrative rules and guidelines for the school system to effectively respond to alcohol, drug, and tobacco use situations that may occur at school or school-sponsored events.

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

Students shall not market or distribute any substance which is represented to be or is substantially similar in color, shape, size or markings to a controlled substance in school buildings or on school grounds, in school vehicles or buses, or at any school-sponsored activity at any time, whether on or off school grounds.\(^3\)
Upon information that a student is suspected of violating this policy, the principal of the school shall be notified immediately. If it is determined that board policy has indeed been violated, the principal shall notify the student’s parent or guardian and the appropriate law enforcement officials, if appropriate, and the student shall be subject to suspension.

Legal References:

1. TRR/MS 0520-1-3-.08(2)(d).
4. T.C.A. § 49-6-4209.
Students shall be notified in writing at the beginning of each school year or at the time of enrollment that they are subject to testing for drugs and alcohol during the school year. Should they determine that it is necessary and appropriate, principals are authorized to order drug tests for individual students when there is a reasonable cause to believe that:

1. The school board policy on alcohol and drug use has been violated;

2. A search of lockers, vehicles, persons, and/or containers produced evidence of the presence of drugs and/or alcohol;

3. Through observation or other reasonable information reported by a teacher, staff member or other student that a student is using drugs and/or alcohol on school property.

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

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

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

1. If the results of the analysis are negative, all evidence of the individual test, including all records in the school that the test was ordered and the reasons therefore, shall be destroyed.

2. If the results of the analysis are positive, the student and parents or guardian shall be given the written notice of the result. In addition, they shall receive referral information which shall include in-patient, out-patient, and community-based drug and alcohol treatment programs. The principal shall take appropriate disciplinary action as prescribed by Board of Education policy.

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

1. T.C.A. § 49-6-4213.
Students shall not possess, handle, transmit, use or attempt to use any dangerous weapon in school buildings or on school grounds at any time, or in school vehicles and/or buses or off the school grounds at a school-sponsored activity, function or event.

Dangerous weapons for the purposes of this policy shall include, but are not limited to "...any firearm, explosive, explosive weapon, bowie knife, hawk bill knife, ice pick, dagger, slingshot, switchblade knife, blackjack, knuckles..."

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

When it is determined that a student has violated this policy, the principal of the school shall notify the student's parents or guardian and the criminal justice or juvenile delinquency system as required by law.

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

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

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

The principal shall notify the student's parent or guardian and the appropriate law enforcement officials as required by law.

Legal References:
3. T.C.A. § 49-6-4209; Gun Free Schools Act 1994, §14602 (a).

Approved as to Legal Form 8/25/2017
By Knox County Law Director
/Gary T. Dupler/Deputy Law Director
PERSONAL COMMUNICATION AND/OR ELECTRONIC DEVICES

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

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

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

PERSONAL COMMUNICATION DEVICES

Use by students in grades Pre-K-5

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

Use by Students in Grades 6-8

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

Use by Students in Grades 9-12

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

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

INAPPROPRIATE USE OF PCD AND/OR ELECTRONIC DEVICES

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

Legal Reference:

T.C.A. § 49-6-4214.

Approved as to Legal Form
By Knox County Law Director 6/26/2019
/Gary T. Dupler/Deputy Law Director
The school bus is an extension of school activity; therefore, students shall conduct themselves on the bus in a manner consistent with the established standards for safety and classroom behavior.

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

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

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

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

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

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

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

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

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

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

MIDDLE AND HIGH SCHOOL DRESS CODE

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

Apparel or appearance which tends to draw attention to an individual rather than to a learning situation must be avoided. In matters of opinion, the judgment of the principal/designee shall prevail.
The following standards will be observed in all Knox County Middle and High Schools:

1. Pants must be worn at the waist. No sagging allowed.

2. Shirts, blouses, and dresses must completely cover the abdomen, back, shoulders and must have sleeves. Shirts or tops must cover the waistband of pants, shorts, or skirts with no midriff visible. Low-cut blouses, shirts, or tops or extremely tight tops, tube tops, or any top that exposes cleavage are prohibited.

3. Head apparel, except for religious or medical purposes, must not be worn inside the school building.

4. Footwear is required and must be safe and appropriate for indoor and outdoor activity.

5. Clothing and accessories such as backpacks, patches, jewelry, and notebooks must not display (1) racial or ethnic slurs/symbols, (2) gang affiliations, (3) disruptive, vulgar, or sexually suggestive language or images; nor, should they promote products which students may not legally buy; such as alcohol, tobacco, and illegal drugs.

6. Skirts, dresses, and shorts must be beyond mid-thigh length.

7. Sleepwear, pajamas, and/or blankets cannot be worn in school.

8. Prohibited items include (1) large, long and/or heavy chains, (2) studded or chained accessories, (3) sunglasses, except for health purposes, (4) sleepwear, and (5) skin-tight outer materials without appropriate coverage.

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

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

Any student not attired in accordance with this policy shall be subject to correction of the violation. If a correction cannot be made, the student shall be subject to additional disciplinary measures as described in Policy J-191 “Misbehaviors and Disciplinary Options.”

This policy does not preclude individual schools from implementing standardized dress policies with permission from the Director of Schools and the Board of Education after extensive consultation with parents, teachers, and students. Any deviation from the system-wide policy must be submitted in writing to the middle and high school directors for review and recommendation to the Director of Schools and the Board of Education.
Legal References:

1. Knox County Board of Education Policy J-191 “Misbehaviors and Disciplinary Options.”

Approved as to Legal Form
By Knox County Law Director 3/28/2017

/Gary T. Dupler/Deputy Law Director
Students shall help maintain the school environment, preserve school property and exercise care while using school facilities.

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

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

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

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

Legal Reference:

Approved as to Legal Form 8/25/2017
By Knox County Law Director
/Gary T. Dupler/Deputy Law Director
The Board shall operate an alternative school program for students in grades 6-12 who have been suspended or expelled from regular school programs. Except students who are eligible for special education, such change in a student's program shall be determined by the disciplinary hearing authority in accordance with the suspension policy of the Board and based upon recommendations from a team composed of the principal, the school guidance counselor and the student, with or without the parents being present. Students attending the Night Alternative School Program shall provide their own transportation.

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

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

Sufficient textbooks, equipment and supplies shall be provided by the home school.

Alternative school programs shall be operated in accordance with the rules of the State Board of Education and instruction shall proceed as nearly as practicable in accordance with the instructional programs at the student’s home school. All course work completed and credits earned in the alternative school shall be transferred to and recorded in the student’s home school. Credit earned and progress made shall be granted as if the work were performed in the home school.

The student shall be subject to all rules of the school and violations of such rules may result in the student’s removal from the school for the duration of the original intended suspension or expulsion. Violation of school rules shall not constitute grounds for extension of time spent in the alternative school. The final decision on such removal shall be made by the chief administrator of the alternative school.

Students found to be eligible for special education in related circumstances shall be placed and served in accordance with the law and rules relating to special education.

Legal References:

1. T.C.A. § 49-6-3402.
3. Tennessee Administrative Rules and Regulations § 0520-1-2-.09(2).

Approved as to Legal Form 8/25/2017

By Knox County Law Director

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

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

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

1. Possession of a firearm while on Knox County Schools property, on a school bus or at any Knox County School sponsored activity;

2. Sale or distribution of legend drugs or controlled substances to other students while on Knox County Schools property, on a school bus or at any Knox County School sponsored activity;

3. Uses a weapon to threaten or inflict bodily harm on another student, or any Knox County School's employee, SRO or Knox County Sheriff's Department deputy assigned to patrol a Knox County Schools property;

4. Commits a battery on a Knox County School's employee, SRO or Knox County Sheriff's Department deputy assigned to patrol a Knox County Schools property while on Knox County Schools property, on a school bus or at any Knox County School sponsored activity; and

5. Possession of explosive or incendiary device.

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

1. T.C.A. § 49-6-4216 (b)(1).

Approved as to Legal Form 8/25/2017
By Knox County Law Director
/Gary T. Dupler/Deputy Law Director
Beginning in the 2003-04 school year, every local education agency (LEA) shall implement the Unsafe School Choice Policy approved by the State Board of Education as mandated under Section 9532 of the No Child Left Behind Act of 2001. The LEA shall provide any student who attends a persistently dangerous school, or any student who has been the victim of a violent crime while at school, the opportunity to attend a safe school.

**PERSISTENTLY DANGEROUS SCHOOLS**

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

1. Has violence-related disciplinary actions as reported on the Annual Report of Zero Tolerance Offenses. Violence related disciplinary actions shall be defined as any of the following: possession/use of a firearm, battery of a teacher or school employee (including a school resource officer assigned to the school), and possession/use of a weapon other than a firearm; or

2. Has students who have been the victim of a violent crime at school as defined in this policy; and

3. The sum of violence-related disciplinary actions and/or incidents of student victimization identified in criteria #1 and criteria #2 above are equal to or greater than 3% of the school's average daily membership.

**REQUIRED ACTIONS**

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

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

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

1. Notify the parents or guardians of all students attending the school that the school has been designated by the Tennessee Department of Education as a persistently dangerous school and provide for all students will be given safe school choice as provided under the No Child Left Behind Act of 2001.
2. Submit a corrective action plan to the Commissioner of Education outlining the specific actions and timetable that the school will follow to insure the safety of students and faculty.

RIGHT OF APPEAL

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

REMOVAL OF DESIGNATION

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

VICTIM OF A VIOLENT CRIME AT SCHOOL

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

1. Evidences found to reasonably indicate that the student has been the victim of any of the applicable offenses as defined under TCA 40-38-111(g) or the attempt to commit one of the applicable offenses as defined under TCA 39-12-101; and,

2. The offense occurred while the student was attending school or traveling to or from school on a school bus.

REQUIRED ACTIONS

1. The building administrator or a designated representative of a school where an alleged incident of student violent crime victimization has occurred shall immediately report the incident to the appropriate law enforcement agency, and Knox County School Security.

2. Promptly following an investigation by Knox County School Security, personnel shall determine whether or not reasonable evidence exists to indicate that a student has been the victim of a violent crime. Identification of a perpetrator and/or the filing of criminal charges shall not be considered a prerequisite for determining that a student has been victimized.

3. Upon determination that a student has been victimized, and within ten (10) school days of the event, the director of schools shall offer the student and his/her parent(s) or guardian(s) safe school choice.

4. The Knox County School Security personnel shall file a report with the Tennessee Department of Education as requested by the Commissioner.

PARENT NOTIFICATION

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

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

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

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

1. Possession or use of a firearm, as defined in 18 U.S.C.§921.

2. Battery of a teacher or school employee (including a school resource officer assigned to the school). For purposes of this policy, battery is defined as intentional or reckless physical contact with a person without his or her consent that causes bodily injury.

3. Possession or use of a weapon other than a firearm (as defined in T.C.A. 39-17-1309).

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

Legal Reference:

1. NCLB 2001; Section 9532.
2. T.C.A. § 40-38-111(g).
4. 18 USC § 921.
5. T.C.A. § 39-17-1309.
Knox County Schools prohibit the activities of criminal gangs on school property. Students, grades six through twelve (6-12), are prohibited from:

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

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

Legal Reference:
1. T.C.A. § 49-6-4215
2. T.C.A. § 49-6-10
If a student has at any time been adjudicated delinquent for any offense listed in Tennessee Code Annotated §49-6-3051(b), the parents, guardians, or legal custodians, including the Department of Children’s Services acting in any capacity, and a school administrator of any school having previously received the same or similar notice from the juvenile court or another source shall provide to a school principal, the abstract provided under TCA §37-1-153 or §37-1-154 or other similar written information when any student:

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

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

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

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

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

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

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

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

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

If school attendance is a condition of probation or if the child is to be placed in the custody of a state agency and is to be placed in school by a state agency or by a contractor of the state agency, the court shall then enter an order directing the youth service officer, probation officer, or the state agency to notify the school principal in writing of the nature of the offense and probation requirements, if any, related to school attendance, within five (5) days of the order or before the child resumes or begins school attendance, whichever occurs first.
If an information release is executed in compliance with TCA §33-3-109 that provides the principal or other designated school personnel access to certain information concerning the child, the principal or other school personnel may work with the child’s mental health provider to develop an appropriate plan.

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

Legal References:
1. T.C.A. § 49-6-3051.

Approved as to Legal Form 8/25/2017
By Knox County Law Director
/Gary T. Dupler/Deputy Law Director
The Knox County Board of Education shall not pay for the independent evaluations of students unless requests for such evaluations are made to the appropriate administrators and meet appropriate criteria.

Independent evaluations shall be done under the same criteria as the evaluation conducted by KCS. Criteria are available through the Executive Director of Student Support Services.
The school counseling program should provide comprehensive services as a viable phase in the Student Support Services department for Knox County Schools. Guidelines for the Knox County Schools Counseling program shall specify services available in the high schools, middle schools, and elementary schools.

School counseling programs shall provide comprehensive services for all students utilizing individual, small group, and large group guidance. Counselors promote school success through a focus on academic achievement, social emotional development, and college and career readiness. The organizational design of programming should mirror the Tennessee Model and Standards. A comprehensive school counseling program should include the following:

1) Individual, small group, and classroom guidance;
   a) academic development,
   b) social and emotional development, and
   c) college and career readiness competency development.

2) Consultation with parents, students and staff.

Legal Reference:
1. TRR/MS § 0520-1-2-.08(1)(b).

Approved as to Legal Form 9/29/2017
By Knox County Law Director
/Gary T. Dupler/Deputy Law Director
Student accident insurance shall be made available for purchase on an optional basis. The policy shall be reviewed annually and approved by the Board upon recommendation of the Superintendent. Applications and information brochures shall be sent home with the students during the first week of school.

The principal shall ensure that each student, before participating in interscholastic athletics, purchases the athletic insurance policy provided by the vendor approved by the Board.
School Health Services works in collaboration with school administrators to provide an environment that protects and promotes health of all students. The school nurse provides an opportunity for individualized student health assessments, health education and promotion of a healthy lifestyle. School nurses utilize community and school resources to assist students, school personnel and families in obtaining improved health outcomes.

The school health services program\(^1\) includes but is not limited to:

1. Maintenance of a safe, sanitary and healthy school environment.
2. Promotion of healthy living.
3. Recognition of physical, mental or emotional well-being of students and/or school personnel.
4. Verification of a well visit physical examination and required immunization for all students except those exempt by statute initially entering Knox County Schools when immunization requirements change.\(^2\)
5. Verification of a TSSAA physical for students prior to participation in interscholastic athletics.\(^3\)
6. Compilation of cumulative health records when necessary.
7. A record for each student which contains information as to how and where to contact parents in case of emergency;
8. A report of each accident taking place while the student in under the jurisdiction of the school and notification of parent(s)/guardian(s) of any accident, injury, or incident.
9. Procedures for reporting suspected child abuse or neglect;\(^4\)
10. Plans for dealing with communicable diseases;\(^5\)
11. Procedures for administering and recording medications;
13. Maintain confidentiality as outlined by HIPPA and/or FERPA.
Legal References:

1. TRR/MS § 0520-1-3-.08(1)(e).
2. TARR § 0520-1-3-.08(2)(a).
3. TARR § 0520-1-3-.08(2)(b).
4. TARR § 0520-1-3-.08(2)(c).
5. TARR § 0520-1-3-.08(2)(c).

Approved as to Legal Form 9/29/2017
By Knox County Law Director
/Gary T. Dupler/Deputy Law Director
## Section J: Physical Examinations and Immunizations

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**PHYSICAL EXAMINATIONS**

The principal shall ensure that there is a complete physical examination of each student.

**KINDERGARTEN REQUIREMENT**

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

**FIRST - TWELFTH GRADE REQUIREMENT**

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

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

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

**IMMUNIZATIONS**

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

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

An immunization certificate containing documentation of other required health information (physical examination, vision/hearing screening) must be provided in addition to the religious exemption form or the written statement due to medical reasons from a medical provider.
A list of transfer students shall be kept at each school throughout the school year in order that their records can be monitored by school nurses or the Department of Health.

Legal References:

1. T.C.A. § 49-6-5001(a)(c) (1); TRR/MS § 0520-1-3-.08(2)(a).
2. TRR/MS § 0520-1-3-.08(2)(a).
3. T.C.A. § 49-6-5001(b)(2); T.C.A. § 49-6-5001(c)(2).

Approved as to Legal Form 9/29/2017
By Knox County Law Director
/Gary T. Dupler/Deputy Law Director
Students who are required to take medication(s) during school hours must comply with the regulations established by the Tennessee Department of Health and Education. Over the counter medications are included in these regulations. The regulations are as follows:

1. Knox County Schools has the final decision-making authority with respect to the administration of and/or to reject requests for administering medications.

2. Written orders must be provided by a licensed health care provider. The order must include the name of the drug, dosage, frequency, route and, time administered, potential side effects, and method of storage.

3. Each medication requires a separate Medication Administration Form, signed by the prescribing health care provider and parent/guardian. The Medication Administration Form must be renewed yearly. Medication(s) changes during the school year require a new Medication Administration Form.

4. Medication(s) must be brought to the school by an adult. Students may not carry medications of any kind on their person with the exception of asthma inhalers, Epi-Pens (anaphylaxis medications), pancreatic enzymes or insulin delivery systems with written permission from a parent and authorization by a medical health care provider. Failure to properly register medication shall lead to a presumption that any such medication is not lawfully in the possession of the student.

5. Medications must be in appropriate containers, properly labeled by a licensed medical care provider or pharmacy. Over-the-counter (OTC) medication(s) prescribed for a student must be provided in its original unopened, labeled, unexpired container and identified student's written name.

6. Upon receiving the quantity of medication must be confirmed and documented. A secure location must be provided for the storage of medications.

7. All medications self-administered must be documented on the Medication Administration Record. Medication records will be kept in the student's cumulative record when completed.

8. School Nurses will monitor the administration, documentation, and storage of all medications on a regular basis. Only school nurses, trained school personnel or a pictured-identified parent/guardian can administer medication(s) during school hours. A school nurse must train school personnel on medication administration yearly.
9. The parent/guardian is responsible for picking up any unused medication at the end of the treatment or at the end of the school year. Any medications not picked up shall be destroyed as per Knox County policy.

Legal References:


Approved as to Legal Form 9/29/2017
By Knox County Law Director
/Gary T. Duplicer/Deputy Law Director
The Knox County School System shall strive to protect the safety and health of children and youth in our care, as well as their families, our employees, and the general public. Staff members shall cooperate with public health authorities to promote these goals.

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

1. School Attendance

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

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

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

2. Confidentiality

Students are not required to disclose HIV infection to anyone in the education system. In accordance with HIPAA and FERPA guidelines, no information regarding a student’s HIV status shall ever be disclosed to any individual or organization without a court order or the informed, written, signed, and dated consent of the person with HIV infection (or the parent or guardian of a legal minor). The written consent must specify the recipient of the information and the purpose of the disclosure. Information pertaining to a person’s HIV status shall not be faxed. HIV-related information is confidential regardless of the source, including whether the information is obtained intentionally or unintentionally from the person with HIV/AIDS or through oral, written, or electronic communication from another source. Disclosure of HIV-related information could result in a loss of privacy, harassment, and discrimination. Unauthorized disclosure by employees is cause for disciplinary action, up to and including dismissal, and could lead to individual liability.
in addition to criminal or civil penalties against LEAs and their personnel.

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

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

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

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

### 3. Infection Control

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

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

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

### 4. HIV and Athletics

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

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

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

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

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

6. Education and Universal Precautions

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

7. Related Services

Students will have access to voluntary, confidential, age and developmentally appropriate counseling about matters related to HIV infection. School administrators will maintain confidential linkage and referral mechanisms to facilitate voluntary student access to appropriate HIV counseling and testing programs, and to other HIV-related services as needed. Public information about resources in the community will be kept available for voluntary student use.
There must be a parent/guardian signature giving permission prior to training school personnel. School personnel who volunteer, under no duress or pressure and have been properly trained by a Registered Nurse, are permitted to administer Glucagon in emergency situations to a student based the medical order. If the school nurse is on site and available to assist, the school nurse must provide any needed diabetes assistance. In addition, the Registered Nurse has primary responsibility for maintaining all student health records.

**DEFINITION OF GLUCAGON**

Glucagon is a hormone that increases blood sugar levels.

**WHEN TO USE GLUCAGON**

Glucagon is administered via injection when the student has low blood sugar and is lethargic, unconscious and/or exhibits seizure activity.

**TRAINING**

1. Review medical order for Glucagon administration and parent/guardian permission.

2. The volunteer must complete an in-depth diabetes-related training recognizing signs and symptoms of hypoglycemia or hyperglycemia and respond with student-specific interventions. This training must be completed annually.

3. The volunteer must be able to describe Glucagon's purpose, storage, preparation, dosage, and follow up care.

4. The volunteer or designee will notify EMS/911, parents/guardian and the school nurse any time Glucagon is administered to any diabetic student.

5. The volunteer must document the diabetic episode on an incident report via school stream.

6. Training will be provided until competency is demonstrated and retraining shall be completed on a yearly basis. Training will be documented and include a skills checklist, instructor's name, trainee's name, date of training, and documentation of competency of trainee to administrator Glucagon. A copy of the trainee's competency training form will be kept in the employee's personnel file.
Legal Reference:

Approved as to Legal Form 9/29/2017
By Knox County Law Director
/Gary T. Dupler/Deputy Law Director
School personnel who have been trained by a Registered Nurse are permitted to administer epinephrine when the school nurse is not available. If a student does not have an epinephrine auto injector and/or a prescription, the school nurse or trained personnel may administer the school’s independent supply of epinephrine when responding to an anaphylactic reaction. If a student is injured due to the administration of epinephrine by a school nurse or other trained personnel, they shall not be held responsible for the injury unless administered with an intentional disregard for safety. Each school shall maintain at least two (2) unlocked secure epinephrine auto injector locations, including but not limited to, the school office and school cafeteria.

GUIDELINES

Education/training for school personnel on the management of students with life-threatening allergies to include notification of Emergency Medical Services (EMS).

- The school nurse or principal shall maintain a record for each student at risk for anaphylaxis.
- If a student utilizes the epinephrine auto-injector other than as prescribed, he/she may be subject to disciplinary action.
- Development of strategies to reduce the risk of exposure to anaphylactic causative agents in classrooms and common areas such as the cafeteria.
- Dissemination of information on life-threatening allergies to school staff, parents, and students.
- Development of an Individual Health Plan (IHP) and/or 504 tailored to the need of each individual child at risk for anaphylaxis to include all school sponsored events.
- Students with a known diagnosis of anaphylaxis must have a written and signed statement from the student's licensed health care provider that supports:
  a. Diagnosis of anaphylaxis
  b. Identification of food or other substances to which the student is allergic
  c. Indication of prior history of anaphylaxis
  d. Recommendation of emergency treatment procedures in the event of a reaction
  e. Completion of Knox County Schools Allergy/Anaphylaxis Allergy Action Plan to include substitute meals and self-administration readiness
The principal of each school, in conjunction with the school nurse, shall be responsible for the implementation and administration of an Emergency Food Allergy Response Plan that focuses on prevention and an appropriate response procedure should an emergency occur.

Legal Reference:

1. TCA § 49-5-415(e) and (f).
School personnel who have been trained by a Registered Nurse are permitted to administer epinephrine when the school nurse is not available. If a student does not have an epinephrine auto injector and/or a prescription, the school nurse or trained personnel may administer the schools independent supply of epinephrine when responding to an anaphylactic reaction. If a student is injured due to the administration of epinephrine by a school nurse or other trained personnel, they shall not be held responsible for the injury unless administered with an intentional disregard for safety. Each school shall maintain at least two (2) unlocked secure epinephrine auto injector locations, including but not limited to, the school office and school cafeteria.

**GUIDELINES**

- Education/training for school personnel on the management of students with life-threatening allergies to include notification of Emergency Medical Services (EMS).
- The school nurse or principal shall maintain a record for each student at risk for anaphylaxis.
- Development of strategies to reduce the risk of exposure to anaphylactic causative agents in classrooms and common areas such as the cafeteria.
- Dissemination of information on life-threatening allergies to school staff, parents, and students.
- Development of extracurricular programs related to anaphylaxis, such as nonacademic outings and field trips, before and after school programs, and school-sponsored programs held on weekends.
- Students with written and signed statement from the student's or licensed health care provider that supports:
  a. Diagnosis of anaphylaxis
  b. Identification of food or other substances to which the student is allergic
  c. Indication of prior history of anaphylaxis any prior history of anaphylaxis
  d. Recommendation of emergency treatment procedures in the event of a reaction
  e. Completion of Knox County Schools Allergy/Anaphylaxis Allergy Action Plan to include substitute meals and self-administration readiness.
  f. Lists the signs/symptoms of a reaction
The principal of each school, in conjunction with the school nurse, shall be responsible for the implementation and administration of an Emergency Food Allergy Response Plan that focuses on prevention and an appropriate response procedure should an emergency occur.

Legal Reference:

1. T.C.A. § 49-50-1602(e).

Approved as to Legal Form 9-29-2017
By Knox County Law Director
/Gary T. Duplicer/Deputy Law Director
Any student who is infected with or suspected of having measles, rubella, mumps, chicken pox and other illnesses designated by the local health officer shall be excluded from school. The parent/guardian of the student shall inform the appropriate school official to ensure that precautions can be implemented.

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

1. Follow the recommendations of the local health officer or other designee.

2. Exclude the student from school until medical documentation is obtained from a licensed health care provider stating the illness is no longer communicable.

3. Notification of Knox County Schools Health Services.

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

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

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

Universal Precautions

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

Legal References:
1. TRR/MS § 0520-1-3-.08(2)(4).
2. TRR § 1200-14-01-.24.

Approved as to Legal Form 9/29/2017
By Knox County Law Director
/Gary T. Dupler/Deputy Law Director
Adrenal insufficiency is a hormonal disorder that occurs when the adrenal glands do not produce enough hormones.

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

School personnel will be trained in medication administration for the treatment of an adrenal crisis when a parent/guardian notifies Knox County Schools that their child is diagnosed with adrenal insufficiency. The school nurse is responsible for the training.

School personnel who have successfully completed the educational training in the treatment of adrenal insufficiency may administer the medication to the student during an adrenal crisis. If the school nurse is on site, the nurse will administer the medication.

**Training:**

1. School personnel trainee must successfully complete an adrenal insufficiency training recognizing the signs and symptoms of an adrenal crisis responding with student-specific interventions.

2. Review the medication order and confirm parent/guardian permission.

3. School personnel trainee will be able to describe the types of medications available for treating adrenal insufficiency and an adrenal crisis.

4. School personnel trainee must be able to properly administer the medication used to treat an adrenal crisis to include drug preparation, documentation and follow-up care.

5. School personnel trainee will notify or delegate notification of EMS/911, parents/guardian and school nurse anytime adrenal crisis medication is administered.

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Legal Reference:

1. T.C.A. § 49-50-1603.

Approved as to Legal Form 9/29/2017
By Knox County Law Director
/Gary T. Dupler/Deputy Law Director
The Director of Schools shall develop a program for making psychological services available to all students who meet appropriate criteria. This program shall cooperate with other agencies in consultative screening and assessment services.

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

1) Make general observations in the classroom;
2) Observe and work with specific children in the classroom;
3) Talk with the teacher about certain children or problem areas in which help is needed;
4) Lead discussions during staff training sessions around general issues, such as theories of learning and their application to discipline;
5) Lead discussions with parent groups on a variety of issues related to children and child rearing;
6) Counsel with students and specific parents about their children;
7) Attend case conferences and discuss cases with total staff for exchange of information and follow-up planning;
8) Perform diagnostic studies of children with unusual intellectual or emotional development;
9) Become involved, if time allows, in research and program evaluation;
10) Provide in-service in the staffing process and assist in developing the multi-disciplinary team in the individual schools;

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

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

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

Legal Reference:
1. TRR/MS 0520-1-3-.08(1)(c).
2. 20 U.S. Code Annotated § 1232g
Section J: Students

Knox County Board of Education

Descriptor Term: School Social Work Services
Descriptor Code: J-370
Issued: 7/95
Reviewed: 9/17
Revised: 11/17

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

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

1. Improve communication between the school and the home;
2. Act as a child and family advocate and provide liaison services between agencies and the school and parents;
3. Provide necessary information to families on services available and methods of obtaining such services;
4. Make home visits where a lack of information exists with reference to a child's problems;
5. Work closely with Juvenile Court concerning excessive absence cases and other school related matters;
6. Maintain close contact with Department of Children’s Services concerning child abuse, neglect, and dependency cases;
7. Work closely with IEP Teams and act as a member of those teams upon request;
8. Provide information on community agencies and resources;
9. Process referrals for emergency food and/or clothing.

Legal Reference:
1. TRR/MS § 0520-1-3-.08(1)(d).

Approved as to Legal Form 9/29/2017
By Knox County Law Director
/Gary T. Dupler/Deputy Law Director
Students shall be under the supervision of school personnel, either certified or classified, at all times, including play periods and lunch periods, as well as, during the school day and during extracurricular activities.

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

Legal Reference:

The Board presumes that the person who enrolls a student in school is the student's custodial parent or guardian. Unless a Tennessee court specifies otherwise, the custodial parent/guardian shall be the one whom the school district holds responsible for the education and welfare of that child.

Parents or guardians shall have the right to receive information contained in school records concerning their minor child. The Board, unless informed otherwise, assumes there are no restrictions regarding the noncustodial parent's right to be kept informed of the student's progress through educational records. If restrictions are made relative to the rights of the non-custodial parent, the custodial parent shall be requested to submit a certified copy of the court order which curtails these specific rights.

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

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

1. The person seeking custody of the child presents the school official with a certified copy of a valid court order from a Tennessee court designating the person who has custody of the child; and

2. The person seeking custody gives the school official reasonable advance notice of his/her intent to take custody of the child at school.

Legal References:

2. T.C.A. § 49-6-902.
3. T.C.A. § 36-6-105.
A parent or parents of a minor child may delegate to any adult person residing in this state temporary care giving authority regarding the minor child when hardship prevents the parent or parents from caring for the child. This authority may be delegated without the approval of a court by executing in writing a power of attorney for care of a minor child on a form provided by the Department of Children's Services. Hardships may include but are not limited to:

1. The serious illness or incarceration of a parent or legal guardian;
2. The physical or mental condition of the parent or legal guardian or the child is such that care and supervision of the child cannot be provided; or
3. The loss or uninhabitability of the child's home as the result of a natural disaster.

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

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

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

(a) The caregiver shall have the right to enroll a minor child in the school system serving the area where the caregiver resides. The school system shall allow a caregiver to enroll a minor child, but, prior to enrollment, may require documentation of the minor child's residence with a caregiver or documentation or other verification of the validity of the stated hardship.

(b) Any adult accepting the power of attorney, as well as the parent, guardian, or other legal custodian, who enrolls a student in a school system while fraudulently representing the child's current residence or the parent's hardship or circumstances for issuing the power of attorney, is liable for restitution to the school district for an amount equal to the per pupil expenditure for the district in which the student fraudulently enrolled. Restitution shall be cumulative for each year the child has been fraudulently enrolled in the system.3

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

1. T.C.A. § 34-6-302.
2. T.C.A. § 34-6-303.
3. T.C.A § 34-6-304.
Knox County Schools shall provide all students in foster care, to include those awaiting foster care placement, with a free and appropriate public education.

**ENROLLMENT**

Students in foster care, include those awaiting foster care placement, shall be immediately enrolled, even if the student is unable to produce records normally required for enrollment (i.e. academic records, immunization records, health records, proof of residency) or missed the district’s application or enrollment deadlines.¹

**PLACEMENT**

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

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

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

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

Transportation costs should not be considered when determining a student’s best interest.
If it is not in the student’s best interest to attend the school of origin, the superintendent’s designee shall provide a written explanation of the reasons for the determination. The written explanation shall include a statement regarding the right to appeal the placement decision. If the placement decision is appealed, the district shall refer the student to the district coordinator for children in foster care, who shall carry out the dispute resolution process as expeditiously as possible and in accordance with the law. Until the dispute is resolved, to the extent feasible, the student shall remain in his/her school of origin.

**TRANSPORTATION**

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

The superintendent of schools shall develop administrative procedures to provide for transportation of students in foster care. These procedures must ensure that:

1. Students in foster care needing transportation to their schools of origin will promptly receive that transportation in a cost-effective manner and in accordance with federal law; and
2. If there are additional costs incurred in providing transportation to the school of origin, the district will provide such transportation if:
   a. the local child welfare agency agrees to reimburse the district for the cost of such transportation;
   b. the district agrees to pay for the cost; or
   c. the district and local child welfare agency agree to share the cost.

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

_________________

Legal References:

Cross References:
2. School Admissions 6.203.

Approved as to Legal Form 2/27/2019
By Knox County Law Director
/Gary T. Dupler/Deputy Law Director
In accordance with Tennessee Law, Knox County Schools acknowledges its responsibility to require employees to immediately report cases of verified or suspected child abuse and neglect. Individuals who have reasonable cause to know or suspect that any child has been abused or neglected are, by statute, responsible for immediately reporting such suspicions directly to the Department of Children’s Services.

All Knox County Schools personnel are required to immediately report suspected child abuse or neglect. The information should include, to the extent known by the reporter, the name, address, telephone number of the child and parents or guardian, birthdate (age) of the child and present whereabouts of the child, if not at home. The following procedures for reporting cases are designated:

1. Reporting Procedures

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

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

         (a) The Department of Children’s Services (DCS) or the Chief Law Enforcement Officer.

         (b) The school principal or other appropriate school administrators; and

         (c) Knox County Schools Security Department

      (2) A Knox County Schools Suspected Child Abuse and Neglect Referral form should be completed and maintained separately from the educational record in a secured location designated by the principal. The principal shall notify the social worker to serve as the liaison to the Department of Children Services.

   b. Suspected child abuse and/or neglect by a Knox County Schools employee.

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

         (a) The Department of Children Services (DCS) or the Chief Law Enforcement Officer;

         (b) The school principal, Human Resources, or other appropriate system administrators.

      (2) After waiting twenty-four (24) hours (i.e. business day) from the initial reporting, the Principal, in conjunction with the Human Resources Department, shall begin the investigation via a team approach. Determination of the team members shall be made on a case-by-case basis, which would be sensitive to gender issues.
c. A copy of Knox County Schools' documentation for reporting procedures shall be sent to the local court system, the law enforcement agencies, and the Department of Children Services.

d. Additional requirement if the abuse occurred on school grounds or while the child was under the supervision or care of the school:

If the abuse occurred on school grounds or while the child was under the supervision or care of the school, then the principal or other person designated by the school shall verbally notify the parent or legal guardian of the child that a report pursuant to state statute has been made and shall provide other information relevant to the future wellbeing of the child while under the supervision or care of the school. The notice shall be within 24 hours from the time the report is given to the Department of Children’s Services, judge, or chief law enforcement officer. In any event the notice shall not be given to any parent or legal guardian if there is reasonable cause to believe that the parent or legal guardian may be the perpetrator or in any way responsible for the child abuse or child sexual abuse.

Once the notice is given, the principal or other designated person shall provide to the parent or legal guardian all school information and records relevant to the alleged abuse or sexual abuse, if requested by the parent, with the information redacted to protect the confidentiality of the identity of the person who made the report and any other person whose life or safety may be endangered by the disclosure and any information made confidential pursuant to federal or state law. The information and records described herein shall not include records or documents of other agencies.

By law, the person reporting in good faith shall be immune from any civil or criminal action and his/her identity shall remain confidential except when the juvenile court determines otherwise. In cases of suspected abuse and/or neglect, the law requires the school system to provide all school records to the Tennessee Department of Children’s Services, juvenile court judge, or the police if requested. This includes any surveillance videos depicting suspected child sexual abuse instances on Knox County Schools property, on a school bus, or at Knox County Schools-sponsored events. Parental permission is unnecessary as the Family Rights and Privacy Act (FERPA) creates an exception for information released “in connection with a health or safety emergency”.

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

Legal References:

1. T.C.A. §37-1-403.
2. T.C.A. § 37-1-403(h).
3. T.C.A. § 37-1-419.
5. T.C.A. § 37-1-605.
8. T.C.A. § 10-7-504.

Approved as to Legal Form 9/29/2017
By Knox County Law Director
/Gary T. Dupler/Deputy Law Director
Married students, pregnant students, and student-parents shall have the same educational opportunities—curricular and extracurricular—as all other students. They shall be expected to assume the same responsibilities and abide by the same rules and regulations governing all students.

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

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

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

Legal References:
1. Title IX of the Educational Amendments of 1972.
2. TRR/MS 0520-1-2-.10(3).
Parent(s) of all students shall provide the schools with the following information:

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

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

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

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

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

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

Parents who object to the procedures contained in this policy shall submit to the principal a written emergency plan for his/her approval.
The following protocols are presented to guide certified athletic trainers, coaches, physical education teachers, band directors, and athletic directors in preventing exertional and/or temperature related heat illness in students. Extreme heat illness can be a potentially fatal condition and is described in the four (4) following categories:

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

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

<table>
<thead>
<tr>
<th>Temperature or Heat Index</th>
<th>Action</th>
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| Under 95°F                | All Sports and Activities:  
  --Unlimited amounts of cool water shall be available to students to drink when they want it.  
  --Optional water breaks at least every 30 minutes.  
  --Watch/monitor high risk students carefully. |
| 95°F – 99°F               | All Sports and Identified Activities:  
  --Unlimited amounts of cool water as stated above.  
  --Mandatory water breaks every 30 minutes.  
  --Watch/monitor students carefully.  
  --Ice available for emergency cooling.  
  *-CONTACT SPORTS: Allow athletes not participating in a contact sport to remove helmet and/or other equipment.  
  --Re-check heat index every 30 minutes |
| 100°F - 104°F             | All Sports and Identified Activities:  
  --Unlimited amounts of cool water shall be available to students to drink when they want it.  
  --Mandatory water breaks every 15 - 20 minutes. |
This policy will be in effect from the time the temperature reaches 85°F in the spring until the temperature drops below 85°F in the fall.

Legal Reference:

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

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

Applications forms for free and reduced price meals are available at each school and may be obtained at any time during the school year. Parents or guardians must complete the form. Applications are maintained at the Central Office and are kept confidential and no child will be discriminated against because of sex, national origin, disability, religion, race, color, or creed. Eligibility shall be determined annually based on income guidelines provided by the federal and state regulated program.
Section J: Knox County Board of Education Policy

Students

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<tr>
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<tr>
<td>Fund-Raising Activities</td>
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<td>Reviewed:</td>
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The Director of Schools shall provide an updated list of approved fund-raising vendors from which schools and related groups shall choose.

**SCHOOL-WIDE FUND-RAISING ACTIVITIES**

1) Fund-raising activities shall be kept to a minimum. Activities of this nature shall be conducted in such a manner as to offer minimal competition to commercial firms. The principal is responsible for developing plans for activities to raise needed funds and for submitting such plans to the Superintendent for approval. Fund-raising plans may not utilize third parties to deal directly with students in the promotion of sales.

2) Funds derived from the student body as a whole shall be used to benefit the student body as a whole.

3) Funds shall insofar as possible be used in such a way as to benefit those pupils currently enrolled who have contributed to the raising of such funds.

4) When the project involves sale of products or goods, sale shall not take place during academic class time.

**FUND-RAISING ACTIVITIES BY SCHOOL ORGANIZATIONS**

1) School clubs or organizations shall work with the designated advisor or sponsor in planning club activities.

2) Service projects, rather than fund-raising projects, shall be stressed by clubs.

3) Income for special groups should be raised from dues; however, each school sponsored club may be permitted one fund-raising project upon approval by the principal and the club sponsor.

4) Under no circumstances shall fund-raising projects by clubs be permitted to interfere with instruction.

5) All organizations are required to pay sales tax on goods purchased for resale.
PURPOSE

The opinions and concerns of the students of Knox County Schools are important to the School Board. To increase Board awareness of the views of students, the Board shall have a student representative. The student representative will serve in a non-voting capacity, representing the interests of the students of Knox County Schools.

REQUIREMENTS AND RESPONSIBILITIES

The Student representative shall:

• Be a resident of Knox County and a student in Knox County Public Schools.

• Be enrolled as a senior at the start of the school year that the student is to serve.

• Participate in Board discussions, but will not have the right to make motions, vote, hold Board offices, or attend Executive Sessions.

• Be known as the student representative to the School Board and not a member of the Board.

• Serve not more than a single one-year term. The student representative will begin service on July 1 of the year of his or her election.

• Receive materials distributed to School Board members, with the exception of materials relating to individual students, individual employees, and other confidential matters exempt from disclosure by law.

• Receive services and support from the School Board office, with the prior approval of the School Board chairman.

• Be reimbursed for all expenses incurred while on School Board business, with the prior approval of the School Board chairman.

• Sit with Board members at the Board table.

• Be eligible to propose resolutions for consideration. (The introduction of motions and formal resolutions is restricted to School Board members only.)
SELECTION PROCESS

The student representative to the School Board shall be elected by May 1 of each year and will assume office on July 1.

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

- School Board member
- Director of High Schools
- Student Government Representative
- Youth Action Council Representative
- High School Administrator
- Community Representative
- Parent Representative
- Outgoing Student Representative

The election committee members will be appointed by the Chair of the Board of Education on an annual basis by February.
Student organizations are an extension of the academic curriculum and are intended to complement the basic instructional program.

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

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

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

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

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

Sororities, fraternities, and all secret organizations are prohibited.
Each school may establish an elected student council.

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

General purposes of the council shall be:

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

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

The student shall be allowed to responsibly express himself and to disseminate his views in writing.\(^1\)

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

**STANDARDS**

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

1. Is obscene;\(^3\)
2. Is libelous;\(^4\)
3. May create a material and substantial disruption of the normal school activity or appropriate discipline in the school.

**CONTROL AND SUPERVISION**

Student publications shall be under the control of the principal. Each school shall have one or more faculty sponsors who review all publications proposed to be distributed in the school by a student or school group.\(^2\)

**DISTRIBUTION**

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

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

**APPEALS**

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

Legal References:

**Section J:** Students  

**Knox County Board of Education Policy**

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Well-planned, staff-sponsored social events may be a valuable extension of the school program. Such events are the responsibility of the principal and those staff members to whom the principal may delegate such responsibility. Only those social events may be scheduled for which adequate facilities, protective personnel, and supervisory personnel are available.
The following guidelines shall be used by principals in determining whether or not students may participate in community-sponsored activities during school hours:

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

Legal Reference:

1. T.C.A. § 68-120-204.

Approved as to Legal Form 9/29/2017
By Knox County Law Director
/Gary T. Dupler/Deputy Law Director
The schools shall avoid exploiting students, whether by advertising or otherwise promoting products or services, soliciting funds or information, or securing participation in non-school related activities and functions. This policy shall not be construed as preventing a teacher from using instructional or informational materials even though the materials might include reference to a brand, product or a service. At the same time, schools shall inform and assist students in learning about programs, activities or information which may be of help or service to them. To attempt a fair balance, the following general guidelines shall apply:

1. Announcements over the school public address system and/or permission to post bulletins may be approved by the principal if they concern a program or service for youth by a non-profit local agency.

2. The principal shall determine which materials may be distributed to students, except that materials soliciting money or information may not be distributed without specific approval of the Superintendent.

3. No fund-raising activities shall be conducted without the approval of the Superintendent.

4. Students shall not be excused from a regular class to participate in a fund-raising activity.

5. No quotas shall be imposed on students involved and their efforts shall be voluntary.

6. The sale of supplies in the classroom as a fund-raising project for student activities is prohibited. This does not preclude the operation of a school store under the supervision of the principal or the non-profit sale of supplies which are used by students in making articles that become the individual’s property.
The principal has the responsibility and the authority to regulate traffic and parking on the school campus in such a manner as to promote the safety of all concerned. In so doing, it is important that the principal work in cooperation with all officers of the law who are in any way concerned with traffic regulations in the school zone.

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

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

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

Cross-reference:

Knox County Board of Education Policy E-173 “Private Vehicles for Transporting Students.”
Contests and competitive activities sponsored by outside organizations shall not interfere with the regular school program.

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

To be recommended, an activity must be:

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

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

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

Contests shall not be held without the approval of the principal.
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Schools shall encourage students to participate in approved activities that may earn appropriate recognition for both the school and its student. In the high schools, school counselors shall work with staff members and others:

1) to learn about appropriate opportunities; and

2) to encourage eligible students and their teachers to participate.

All activities for which awards, scholarships and other recognition are given must be educationally sound and related to activities normally sponsored by the school.

Principals of each school shall observe the following guidelines before approving any award or scholarship:

1. Students must benefit in some way.
2. Programs designed to promote or advertise a product or an ideology will not be approved.
3. Programs must be open to all students.
4. Programs must not place an undue burden on the student, teacher or school.
5. Entry fees, if any, must be minimal.
6. Programs may not interfere with the academic program.
7. Travel requirements must be minimal.
8. Awards for excellence may be made by and within a school or among schools.
9. The giving of prizes or medals or the making of any award by non-school affiliated persons or agencies must have the approval of the principal.
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No designated instructional funds may be used to purchase gifts, including but not limited to presents, donations, memorials, and flowers.

Extreme discretion shall be exercised by teachers in accepting student gifts.

Students may be permitted, with the approval of the principal, to exchange gifts on special occasions.
A cumulative record shall be kept for each student enrolled in school. The folder shall contain, at a minimum, a health record, attendance record, and scholarship record; shall be kept current; and shall accompany the student through his school career.¹

The name used on the record of the student entering the school system must be the same as that shown on the birth certificate, unless evidence is presented that such name has been legally changed. If the parent does not have or cannot obtain a birth certificate, then the name used on the records of such student shall be as shown on documents which are acceptable to the system as proof of date of birth.

The name used on the records of a student entering the system from another school must be the same as that shown on records from the school previously attended, unless evidence is presented that such name has been legally changed as prescribed by law.

When a student transfers and his records are requested from another school in the Knox County System, the school shall send the original records to the transfer school.

When a student transfers and his records are requested from a school outside of the Knox County System, the school shall keep the original records and send copies to the transfer school. The principal may withhold such copies until the student pays all outstanding debts to the school. The original green Tennessee immunization certificate should be sent to the requesting school and a copy should be kept at the base school.

Accumulative records kept on each student are property of the school system.¹

Student records shall be confidential. Only authorized school officials may have access to student information for legitimate educational purposes without the consent of the student or parent/guardian.²

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Legal References:
1. TRR/MS § 0520-1-3-.03(B)(12)(a).
2. T.C.A. § 10-7-504(4); 20 U.S.C.A. § 1232g.

Approved as to Legal Form 9/29/2017
By Knox County Law Director
/Gary T. Dupler/Deputy Law Director
Within the first three weeks of each school year, the school system shall notify parent(s) of students and eligible students* of each student's privacy rights. For students enrolling after the above period, this information shall be given to the student’s parent(s) or the eligible student at the time of enrollment.¹

The notice will include the right of the student’s parent(s) or the eligible student to:

1. Inspect and review the student’s education records;

2. Seek correction of items in the record which are believed to be inaccurate, misleading or in violation of the student’s rights, including the right to a hearing upon request;

3. File a complaint with the appropriate local state or federal officials when the school system violates laws and regulations relative to student records;

4. Obtain a copy of this policy and a copy of such educational records;

5. Exercise control over other people’s access to the records, except when prior written consent is given, or under circumstances as provided by law or regulations, or where the school system has designated certain information as “directory information.” Parent(s) of students or eligible students have two weeks after notification to advise the school system in writing of items they designate not to be used as directory information. The records custodian shall mark the appropriate student records for which directory information is to be limited, and this designation shall remain in effect until it is modified by the written direction of the student’s parent(s) or the eligible student.

*The student becomes an “eligible student” when he reaches age 18 or enrolls in a post-secondary school, at which time all of the above rights become the student’s rights.²

Legal References:

1. 20 USCA § 1232g; CFR Title 34, Part 99.
2. 20 USC § 1232g(d).

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

The purpose of this policy is to implement the provisions of the Family Educational Rights and Privacy Act (FERPA) and Tennessee Code to afford parents, guardians, and students who are eighteen (18) years of age or older certain rights with respect to the student's education records maintained by The Knox County Schools (KCS) and the Tennessee Department of Education (TDOE).

### Definitions

1. **Education Records** - The term education records means records, files, documents and other materials which:

   A. Contain information directly related to a student, including: state and national assessment results, including information on untested public school students; course taking and completion, credits earned and other transcript information; course grades and grade point average; date of birth, grade level and expected graduation date or graduation cohort; degree, diploma, credential attainment and other school exit information such as receipt of the GED® and drop-out data; attendance and mobility; data required to calculate the federal four-year adjusted cohort graduation rate, including sufficient exit and drop-out information; discipline reports limited to objective information sufficient to produce the federal Title IV annual incident report; remediation; special education data; demographic data and program participation information; and
   
   B. Are maintained by the KCS or a person acting for the KCS.

2. **Personally Identifiable Information (PII)** - Personally identifiable information (PII) includes, but is not limited to:

   A. Student’s name;
   
   B. Name of student’s parent or other family member;
   
   C. Address of student or student’s family;
   
   D. A personal identifier, such as student’s social security number, student number, or biometric record;
   
   E. Other indirect identifiers, such as student’s date of birth, place of birth, and mother’s maiden name;
F. Other information that, alone or in combination, is linked or linkable to a specific student that
would allow a reasonable person in the school community, who does not have personal
knowledge of the relevant circumstances, to identify the student with reasonable certainty; or

G. Information requested by a person who the LEA reasonably believes knows the identity of the
student to whom the education record relates.

3. **Directory Information** - Directory information is information that is generally not considered
harmful or an invasion of privacy if released and may be disclosed to outside organizations
without a parent’s prior written consent. Outside organizations include, but are not limited to,
companies that manufacture class rings or publish yearbooks. Since the Knox County Schools
receives federal funding, the KCS must provide military recruiters, upon request, with student
names, addresses and telephone listings, unless parents have advised in writing that they do not
want their student’s information disclosed. The term directory information relating to a student
includes, but is not limited to:

A. Name;

B. Physical and electronic mail address;

C. Telephone listing;

D. Date and place of birth;

E. Major field of study;

F. Participation in officially recognized activities and sports;

G. Weight and height of members of athletic teams;

H. Dates of attendance;

I. Degrees and awards received; and

J. The most recent previous LEA or institution attended by the student.

**RESPONSIBILITIES**

The Knox County schools shall:

1. Annually notify parents and guardians of their rights to request student information;

2. Annually notify parents and guardians of its definition of personally identifiable information;

3. Annually notify parents and guardians of its definition of directory information;

4. Adopt procedures to ensure security when providing student records to parents or guardians;

5. Adopt procedures to ensure student records and data are provided only to authorized individuals;
6. Provide student records and data within forty-five (45) calendar days of a request.

The Knox County Schools shall not collect individual student data on a student’s:

1. Political affiliation;

2. Religion;

3. Voting history;

4. Firearms ownership;

5. On a student’s biometrics, analysis of facial expression, EEG brain wave patterns, skin conductance, galvanic skin response, heart rate variability, pulse, blood volume, posture, and eye-tracking, without written consent of the parent or student.

NOTICE OF PARENTAL RIGHTS CONCERNING EDUCATION RECORDS

The following notice of parental rights concerning education records shall be sent to all parents annually as part of the information package provided to students and parents at the beginning of the school year:

Parents’ rights include:

1. The right to inspect and review the student's education records within forty-five (45) calendar days after the day the KCS receives a request for access. Parents or students should submit to the school principal a written request that identifies the records they wish to inspect. The principal will make arrangements for access and notify the parent or student of the time and place where the records may be inspected.

2. The right to request amendment of the student’s education records that the parent or student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under the Family Education Rights and Privacy Act (FERPA) and Tennessee Code. Parents or students who seek to amend a record should write the school principal or records custodian, clearly identify the part of the record they want changed, and specify why it should be changed. If the principal or records custodian determines not to amend the record as requested, the principal or records custodian will notify the parent or student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or student when notified of the right to a hearing.

3. The right to provide written consent before the KCS discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA and Tennessee Code authorize disclosure without consent. One exception, which permits disclosure without consent, is disclosure to KCS officials with legitimate educational interests. A KCS official is a person employed by the KCS as an administrator, supervisor, instructor, or support staff member. A KCS official also may include a contractor who performs an institutional service or function for which the KCS would otherwise use its own employees and who is under the direct control of the Knox County Schools with respect to the use and maintenance of PII from education records, such as: an attorney, auditor, medical consultant, or therapist; or other contractor or volunteer assisting another LEA official in performing his or her tasks. A KCS official has a legitimate educational
interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the LEA discloses education records without consent to officials of another public school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student’s enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the LEA to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC  20202
http://familypolicy.ed.gov/

INSPECTION PROCEDURE

Parent of students and eligible students [Eligible student is defined as a student who has reached the age of 18.] may inspect and review the student’s education records upon written request to the custodian of the education record. The written request must specify the record(s) he/she wishes to inspect as precisely as possible in order to avoid any confusion as to the record(s) requested. The custodian of the record (generally the principal in the student's school) shall, within 30 days of the written request, inform the parent or eligible student of the time and place where the records may be inspected. Unless the parent or eligible student agrees to a longer time frame in writing, the custodian of records shall arrange the time and place so that it is within 45 calendar days of the written request.

In the event that a child's educational record contains information about another child, then that portion of the record may not be reviewed and inspected by the parent or eligible student.

FEES FOR COPIES

The fee for copies of records shall be set annually by the Superintendent. If the fee represents an unusual hardship, it may be modified by the custodian of the record. The Knox County School District has no obligation to make copies of records in the following circumstances:

1. The parent or eligible student has an unpaid financial obligation to the school or school district; and

2. The parent or eligible student lives within commuting distance of Knox County Schools; and

3. The record requested consists of an examination or set of standardized test questions. (In this instance, there will be no copies made or access to the individual test or questions.)

DISCLOSURE OF EDUCATION RECORDS

FERPA permits the disclosure of Personally Identifiable Information from students’ education records, without consent of the parent or student, if the disclosure meets certain conditions stated in the FERPA regulations and Tennessee Code. Except for disclosures to KCS officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or student FERPA regulations require the KCS to record the disclosure. Parents and students have
a right to inspect and review the record of disclosures. The Knox County School System shall disclose information regarding the student's educational record only with the written consent of the parent or eligible student, except when the disclosure is:

1. To school officials deemed by Knox County Schools as having a legitimate interest in the record, thereby creating a need to know. For the purpose of this policy, a school official is defined as one or more of the following:
   a. A person employed by the Knox County School System as an administrator, supervisor, instructor, or support staff personnel inclusive of but not limited to health or medical staff;
   b. An elected School Board member;
   c. A person employed by Knox County Schools or Knox County to perform certain specific duties such as but not limited to an attorney, auditor, consultant, therapist, security officer or any other position approved by the Board of Education or the general government of Knox County; and
   d. Persons who serve on committees that are appointed by supervisory employees of the school system in an effort to assist them in completing their tasks.

A school official has a legitimate educational interest if the official is:

a. Performing a task that is included in the position description or by agreement with their supervisor;

b. Performing a task related to the student's education;

c. Performing a task related to the discipline of a student;

d. Performing a service or benefit relating to the child or child's family included but not limited to health care, counseling, job placement or any other related services to the child's education; and

e. Performing services that maintain the safety and security of the child or campus.

2. To officials of another school, upon request, in which the student seeks or intends to enroll. Records may be forwarded to a requesting school district unless the parent has specifically requested in writing that the records not be sent; however, the school system reserves the right to send educational records to requesting school districts, without parent or eligible student request. In such case, the school system will notify the parent or eligible student that records have been sent.

3. To comply with a judicial order or lawfully issued subpoena, provided the school system makes a reasonable effort to notify parent or eligible student of the judicial order or subpoena in advance of compliance so parent or eligible student may seek protective action.5

4. To federal and/or state officials that need information in order to audit or enforce legal conditions related to federally supported education programs in the school system;
5. To entities that have entered into a written agreement with the school system to conduct research and/or joint projects with the school system;

6. To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State department of education. Disclosures under this provision may be made, subject to the requirements of the Code of Federal Regulations (CFR)⁶, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or

7. In connection with financial aid for which the student has applied or for which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.

8. To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system’s ability to effectively serve, prior to adjudication, the student whose records were released, subject to the CFR⁶.

9. To accrediting organizations to carry out their accrediting functions.

10. To parents of a student if the student is a dependent for IRS tax purposes.

11. To comply with a judicial order or lawfully issued subpoena.

12. To appropriate officials in connection with a health or safety emergency, subject to the CFR⁸.

13. To requests for directory information.

**CORRECTION OF EDUCATION RECORDS**

Parents or eligible students have the right to request that records be corrected that they believe are in error, misleading or in violation of their privacy rights.⁹ The following are the procedures for requesting that a record be modified.

1. The parent(s) or eligible student(s) must make a written request to the school Principal or other appropriate custodian of the record to amend the record. The request must identify specifically the part of the record that they want changed, and they must specify why they believe it is inaccurate, misleading or a violation of the student's rights.

2. In the event that the custodian of the record determines not to amend the record, the parent(s) or eligible student shall be notified of the decision and advised of their right to a hearing to challenge the information believed to be inaccurate, misleading or in violation of the student's privacy rights. The hearing shall address only those issues specifically listed in the original request for amendment.

3. Upon written request to the Superintendent for a hearing, the parent or eligible student shall be informed of the date, time and place for a hearing. This notice shall be within a reasonable time of the written request to the Superintendent.

4. The hearing shall be conducted by the designee of the Superintendent and the parents or eligible student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request letter to amend the record. The parent(s) or eligible student(s) may be assisted by representation including legal counsel if they choose.
5. The person in charge of the hearing shall make a determination solely on the basis of information presented at the hearing and shall issue a decision that includes a summary of evidence and the basis for the decision. The hearing shall take place only on the specifics raised in the original written request to amend the education record. Other issues will not be addressed by the hearing officer.

6. If the Knox County School System determines that the record is inaccurate, misleading or in violation of the student's privacy rights, then the parent or eligible student shall receive notice that the record has been amended.

7. If the Knox County School System determines that the challenged information is not inaccurate, misleading or in violation of the student's rights, then the system will not modify the record. The parent(s) or eligible student(s) may attach to the record a statement commenting on the challenged material and/or a statement setting forth their reasons for disagreeing with the decision.

8. The statement shall remain as a portion of the child's record as long as the challenged portion of the record is maintained by the school system.

Legal Reference:

1. 20 U.S.C.A. § 1232g and 34 C.F.R. § 99.1, et seq.,
2. T.C.A. §§ 10-7-504 and 49-1-701, et seq.
3. 20 U.S.C.A. § 1232g
4. 20 U.S.C.A. § 1232g: TCA 10-7-506
5. 34 C.F.R. § 99.31 (a)(9).
6. 34 C.F.R. § 99.35
7. 34 C.F.R. § 99.38
8. 34 C.F.R. § 99.36.
9. 20 U.S.C.A. § 1232g(a)(2)
Section J: Knox County Board of Education Policy

Students

Descriptor Term: Student Fees and Fines

Descriptor Code: J-560

Issued: 7/95

Reviewed: 9/17

Revised: 12/09

FEES

Recognized school fees are as follows:

1. Fees for activities that occur within regular school hours, including field trips, any portion of which falls within school hours;
2. Fees for activities and supplies required to participate in all courses offered for credit or grades;
3. Fees or tuition for courses taken for credit or grade during summer school;
4. Fees required for graduation ceremonies;
5. Fees for a copy of the student's records; and
6. Refundable deposits for locks or other security devices required for protection of school property when used in conjunction with courses taken for credit or a grade.

School fees are not:

1. Fines for overdue library books;
2. Fines for the abuse of school parking privileges and other school rules developed for the safe and efficient operation of the school;
3. Charges for lost, damaged, or destroyed textbooks, library books, workbooks, or other school property;
4. Charges for debts owed the school;
5. Refundable deposits for locks or other security devices required for protection of school property when used in not-for-credit extracurricular activities;
6. Tuition for non-resident students.
7. Cost of admission to extra-curricular activities beyond regular school hours.
8. Charges for student parking access and the administration of student parking.

No fee shall be charged of any student as a condition to attend school. However, all students shall be responsible for normal school supplies, such as pencils and paper.
At the beginning of the school year, each principal shall be responsible for providing to all students and their parents or guardians written notice of the requested student fees and the process for fee waiver. Any student, regardless of financial status, may request a fee waiver. The Director of Schools will establish a procedure through which a student's parents or guardians may request fees be waived.

Persons collecting fees shall be provided a list containing only the names of those students for whom a fee waiver has been submitted or who have fees waived.

Prior to the beginning of school each year, the Director of Schools, upon the recommendation of the principals, shall approve all student fees for the upcoming school year. Additional fees may be approved during the year as needed.

FINES

Students who destroy, damage, or lose school property, including but not limited to buildings, school buses, books, equipment, and records, must be responsible for the actual cost of replacing or repairing such materials or equipment.

The grades, grade cards, diploma or transcript of a student who is responsible for vandalism or theft or who has otherwise incurred a debt to a school may be held until the student or the student's parent/guardian has paid for the damages. When the student and parent are unable to pay the debt, the district shall provide a program of voluntary work for the minor. Upon completion of the work, the student's grades, diploma, and/or transcripts shall be released. Such sanctions shall not be imposed if the student is not at fault.

Failure to remit the cost of replacing or repairing such materials or to make satisfactory arrangements with the administration for payment may result in suspension of the student. If payment is not remitted, the matter will be referred to the Board for final disposition.

Textbooks are available free to students as a loan. Parent(s) must accept full responsibility for the proper care, preservation, return, or replacement of textbooks issued to the student(s).

The condition of each book and a book number shall be recorded by the teacher issuing it.

The life of the book is considered to be six (6) years. Charges for lost books will be prorated based on the remaining life of the book. Damage fines will be based on the wear beyond that normally expected for one year. For one year's wear there will be no charge.

Fines may be assessed for overdue, damaged, or lost library books. In no event shall the fine exceed the current cost of replacing the book.

Legal References:
1. T.C.A. § 49-6-3001(A); T.C.A. § 49-2-110(c).
3. TRR/MS § 0520-1-3-.03(13).
The Knox County Schools does not discriminate on the basis of disability, and complies with all state and federal laws, regulations, and rules regarding the use of service animals by students with disabilities under appropriate circumstances.

A service animal means any dog (or miniature horse as noted below) that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals.

KCS may ask if the service animal is required because of a disability and what work or task the animal has been trained to perform.

**Exceptions:** KCS may ask an individual with a disability to remove a service animal from the premises if:

1. The animal is out of control and the animal’s handler does not take effective action to control it; or
2. The animal is not housebroken.

**Animal under handler’s control:** A service animal shall be under the control of its handler. A service animal shall have a harness, leash, or other tether, unless either the handler is unable because of a disability to use a harness, leash, or other tether, or the use of a harness, leash or other tether would interfere with the service animal’s safe, effective performance of work or tasks, in which case the service animal must be otherwise under the handler’s control (e.g., voice control, signals, or other effective means).

**Care or Supervision:** KCS is not responsible for the care or supervision of a service animal.

Knox County Schools will make reasonable modifications in policies, practices, or procedures to permit the use of a miniature horse by an individual with a disability if the miniature horse has been trained to do work or perform tasks for the benefit of the individual with a disability.

**Assessment factors for miniature horses:** In determining whether reasonable modifications in policies, practices, or procedures can be made to allow a miniature horse into a specific facility, the Knox County Schools shall consider:

1. The type, size, and weight of the miniature horse and whether the facility can accommodate these features;
2. Whether the handler has sufficient control of the miniature horse;
3. Whether the miniature horse is housebroken; and
4. Whether the miniature horse’s presence in a specific facility compromises any safety protocols required for the proper operation of the facility.
Parents must submit a written request for the use of a service animal to the principal/administrator of the school. The request must be made no less than three weeks prior to the proposed use of the service animal prior to bringing the service animal to school.

Legal References:
1. 28 C.F.R. § 35.136 and 28 C.F.R. § 35.104.
3. 28 C.F.R. § 35.136 (b).
4. 28 C.F.R. § 35.136 (d).
5. 28 C.F.R. § 35.136 (e).
6. 28 C.F.R. § 35.136 (i).

Approved as to Legal Form
By Knox County Law Director 8/30/2016
/Gary T. Dupler/Deputy Law Director
SUICIDE STUDENT PREVENTION POLICY

Knox County Schools is committed to protecting the health and well-being of all students and understands that physical, behavioral, and emotional health are integral components of student achievement. Faculty and staff are expected to be proactive in maintaining a safe and supportive learning environment and to immediately report to the building principal any indications that a student may be in danger of harming himself/herself or others. Students are strongly encouraged to report if they, or another student, are feeling suicidal or in need of help. A summary of available resources shall be annually updated and posted for students.

PREVENTION

All district employees shall attend an annual 2 hour in-service training in suicide prevention. The training shall include, but is not limited to, the identification of risk factors, warning signs, interventions and response procedures, referrals, and postvention strategies.\textsuperscript{1,2}

The Executive Director of Student Support Services is responsible for planning, coordinating and monitoring the implementation of this policy. Each school principal shall designate a school suicide prevention coordinator to act as a point of contact for issues relating to suicide prevention and policy implementation.

INTERVENTION

Any employee who reasonably believes that a student is at imminent risk of suicide shall report such belief to the principal or designee. Indications that a student is at imminent risk of suicide shall include, but are not be limited to, the student verbalizing the desire to commit suicide, evidence of a suicide attempt, and/or an act of self-harm. A student may also complete a student self-referral if he or she feels at risk of suicide. A student should report to a staff member if they believe another student is at imminent risk of suicide. This report should be investigated by staff.

Upon notification, the principal or designee shall ensure the student is placed under continuous adult supervision. A Suicide Threat Assessment will be completed by a school counselor, school psychologist or social worker. Emergency medical services shall be contacted immediately if an in-school suicide attempt occurs. The principal or designee shall contact the Executive Director of Student Support Services.

Prior to contacting the student’s parent/guardian, the director of schools or designee shall determine if there could be further risk of harm resulting from parent/guardian notification. If parent/guardian notification could result in further risk of harm or endanger the health or well-being of the student, then local law enforcement and the Department of Children’s Services shall be contacted.
If appropriate, the principal or designee shall contact the student’s parent/guardian and provide the following information:

1. Inform the parent/guardian that there is reason to believe the student is at risk of suicide;
2. Inform the parent/guardian if emergency services were contacted;
3. Inform the parent/guardian of the results of the Suicide Assessment.
4. Ask the parent/guardian whether he/she wishes to obtain or has obtained mental health counseling for the student;
5. Provide the names of community mental health counseling resources if appropriate.

The Director of Schools or designee will seek parental permission to communicate with outside mental health care providers regarding a student. If the student is under the age of 16 and the parent/guardian refuses to seek appropriate assistance, the Director of Schools or designee shall contact the Department of Children’s Services. If the student is 16 years of age or over and refuses to seek appropriate assistance, the Director of Schools or designee shall contact the Department of Children’s Services.

The principal or designee shall document the incident, including contact with the parent/guardian, by recording:

1. The time, date and circumstances which resulted in the student coming to the attention of school officials;
2. A timeline of the specific actions taken by school officials;
3. The parent/guardian contacted, including attempts;
4. The parent/guardian’s response; and
5. Time and date of release of student to authorized individual.
6. Anticipated follow-up and safety plan. (Schedule safety plan review date as appropriate.)

Prior to a student returning to school, the principal and school counselor and/or school psychologist shall meet with the student and his/her parent or guardian in order to develop a safety plan. A school support team shall convene to determine if additional evaluation and/or supports are needed. The principal will identify an employee to periodically meet with the student to monitor his/her safety and address any problems or concerns with re-entry.

POSTVENTION

Immediately following a student suicide death, the school or district crisis team shall meet and develop a postvention plan. At a minimum, the postvention plan shall address the following:

1. Verification of death;
2. Preparation of school and/or district response, including support services;
3. Informing faculty and staff of a student death;
4. Informing students that a death has occurred;
5. Providing counselors to support students, faculty and staff at the school;
6. Providing information on the resources available to students, faculty and staff.

The crisis team shall work with teachers to identify the students most likely to be impacted by the death in order to provide additional assistance and counseling if needed. Additionally, staff and faculty will immediately review suicide warning signs and reporting requirements.
Legal References:

1. T.C.A. § 49-6-1901 et seq.
2. T.C.A. § 49-6-3004(c) (1).

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