

Category:	Procedure:	
School Board Operations	Submission of Items for Board of Education Agenda	
Descriptor Code:	Issued Date:	Revised Date:
AP-B-162	March 2016	May 2024

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BOARD OF EDUCATION MEETING AGENDA

The Executive Committee of the Board of Education is responsible for developing an agenda for each meeting. The Executive Committee is made up of the Superintendent and Board Chair. Any Board member may place items on an agenda for discussion. Staff members or citizens of the district may only suggest items for an agenda.

The Board of Education adopts an annual calendar which includes the deadline dates for submission of agenda items. The annual calendar can be found on the Board of Education page on the Knox County Schools website. The deadline normally occurs approximately two weeks prior to a meeting.

KCS staff members should submit documentation to the appropriate Principal, Supervisor, Director, Chief, and/or Assistant Superintendent for approval using the Knox County Schools electronic routing system at <https://apps.knoxschools.org/routing/>. If approved, the item will be forwarded to the Board of Education Executive Assistant for processing.

ACTIONS/DOCUMENTS THAT REQUIRE BOARD OF EDUCATION APPROVAL

- The acceptance and receipt of all grants.
- Donations in an amount or with a value of \$25,000.00 or greater.
- All agreements and contracts, including proposals for the lease of real property.
- Modifications to existing agreements and contracts.
- All facility projects.
- Policies.
- All special purchases as defined by Board Policy D-230.
- Purchases which are funded with internal school funds of \$25,000.00 or greater.

INFORMATION AND/OR QUESTIONS

Questions or requests for more detailed information should be submitted to the Board of Education Executive Assistant by calling 865-594-1630 or by e-mail.



Administrative Procedure

Category:	Procedure:	
School Board Operations	Complaints and Appeals to the Board	
Descriptor Code:	Issued Date:	Revised Date:
AP-B-171	March 2018	October 2024

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ADDRESSING COMPLAINTS

All complaints should be channeled through the appropriate supervisory chain of responsibility before being brought to the Board. Employees of Knox County Schools should refer to Board Policy G-130 for information regarding complaints and/or grievances. Other individuals or groups should follow the processes as outlined in Board Policy B-171 and as summarized below:

Families, community members, students, and Knox County Schools staff may contact the KCS Office of the Ombudsman at any time to seek assistance in navigating or facilitating a complaint or concern.

Complaints regarding an instructional program must first be addressed to:

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

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

- (1) the principal or the assistant principal;
- (2) the appropriate supervisor or director;
- (3) the appropriate Assistant Superintendent; and
- (4) the Director of Schools.

For complaints regarding an instructional program, contact information for individual school principals may be found on the Knox County Schools website at <https://www.knoxschools.org> and clicking on the “Select a School” option.

The Directors and Supervisors of each Region may be contacted by calling:

- Region 1 - 865-594-1710
- Region 2 - 865-594-1710
- Region 3 - 865-594-1755
- Region 4 - 865-594-1755
- Region 5 - 865-594-1535

For complaints regarding transportation, food service, pupil personnel, and operational procedures, the appropriate contact information is as follows:

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- The Transportation Customer Service Manager or Director of Enrollment and Transportation may be contacted at 865-594-1550.
- School Nutrition Field Coordinators or the Executive Director of School Nutrition may be contacted at 865-594-3640.
- Student Support Services may be contacted at 865-594-1535.
- Human Resources may be contacted at 865-594-1929.
- The Operations Department may be contacted at 865-594-1558.

The District Ombudsman may be contacted at 865-594-1192 or by e-mail at ombudsman@knoxschools.org.
The Director of Schools office may be contacted at 865-594-1620 or by e-mail at superintendent@knoxschools.org.

GENERAL INFORMATION AND/OR QUESTIONS

For questions or requests for more detailed information, please contact the Knox County Schools main operator at 865-594-1800.



Administrative Procedure

Category:	Procedure:	
School Board Operations	Open Records Requests	
Descriptor Code:	Issued Date:	Revised Date:
AP-B-210	October 2016	October 2024

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The Director of Schools shall maintain all school district records required by law, regulation, and Board policy. The records maintained, unless prohibited by federal or state law or regulation, shall be made available for inspection during business hours to any citizen of Tennessee. A request for multiple or voluminous copies of open public records may be subject to a reasonable reimbursement of costs.

No records pertaining to individual students will be released for inspection by the public or any unauthorized persons. Please visit <https://www.knoxschools.org/Page/2107> for information related to the Student Educational Record Policy (J-552). Additionally, any information, records, and plans related to security and safety will not be released for public inspection. Other exceptions may apply.

All requests to inspect or receive copies of records shall be submitted to the district’s Executive Director of Public Affairs ("Director"). The Director shall forward requests for inspection or copies of records to the district’s Open Records Coordinator ("Coordinator").

REQUESTS FOR INSPECTION

Tennessee citizens or members of the media requesting to inspect public records should complete and submit the Records Request Form to the Director. Requests may be made in person during normal business hours, in writing or by electronic mail (email). The Director's contact information is Executive Director of Public Affairs, Knox County Schools, P.O. Box 2188, Knoxville, Tennessee 37901-2188; and openrecords@knoxschools.org.

The Director shall forward the request to the Coordinator. The Coordinator will then contact the requestor to confirm receipt of the request and indicate when the records will be available to inspect. If the records cannot be made available within seven (7) business days, the Coordinator shall indicate the time needed to complete the request and the reason for the delay. Every effort will be made to satisfy requests as quickly as possible.

If the request to inspect is denied, the Coordinator shall provide the requestor with a records request denial letter stating the basis for the denial.

The Coordinator shall make a copy of original documents for inspection and ensure confidential information is redacted pursuant to T.C.A. §10-7-504 and other applicable law. Original documents should remain intact.

The Coordinator shall notify the requestor once the records are available for inspection. A valid form of photo identification, for logging purposes, will be required to inspect copies of records. No photocopying of any type is permitted when inspecting records. If any copies are requested at or following the inspection, charges will apply for the copies and labor related to said copies. See below.

REQUESTS FOR COPIES

Tennessee citizens, including media members, requesting copies of public records shall complete and submit the Records Request Form to the Director. Requests may be made in person during normal business hours, in writing or by electronic mail (email). See contact information above.

The Director shall forward the request to the Coordinator. The Coordinator will then contact the requestor to confirm receipt of the request and indicate when the records will be available. If the records cannot be made available within seven (7) business days, the Coordinator shall indicate the time needed to complete the request and the reason for the delay. Every effort will be made to satisfy requests as quickly as possible.

If the request for copies is denied, the Coordinator shall provide the requestor with a records request denial letter detailing the basis for the denial.

The Coordinator shall make a copy of original documents and ensure confidential information is redacted pursuant to T.C.A. §10-7-504 and other applicable law. Original documents should remain intact.

The Coordinator shall notify the requestor once the records are available. A valid form of photo identification, for logging purposes, will be required to receive copies of records.

REASONABLE CHARGES

For multiple copies or voluminous requests, the Coordinator shall provide an estimate of the reasonable costs to produce the requested records. The Tennessee Comptroller of the Treasury, Office of Open Records Counsel Schedule of Reasonable Charges For Copies of Public Records found at <https://www.comptroller.tn.gov> shall be used to determine the reasonable cost.

The Coordinator will provide the district's Finance Department with information to produce an invoice detailing the charges associated with the request. The Finance Department shall send the invoice to the citizen/media outlet and track payments.

The citizen/media outlet shall pay the reasonable costs by check, money order, or cash prior to receipt of the copies produced.

In accordance with Tennessee Code Annotated 10-7-503(a)(7)(c), the hourly labor rate for fulfilling requests for copies is Twenty-Five Dollars (\$25.00) per hour. There is no charge for the first hour of work per state law and one additional hour is complimentary with Knox County Schools. Any copies made for the requestor will incur a charge of \$.15 per page for each standard 8 1/2 x 11 or 8 1/2 x 14 black and white copy produced, or a charge of \$.50 cents per page for each 8 1/2 x 11 or 8 1/2 x 14 color copy produced. The first ten pages will be provided free of charge. Copy charges are not incurred regardless of format.

FREQUENT AND MULTIPLE REQUESTS

The names of all persons inspecting records and the date of inspection shall be recorded. When the total number of requests for copies made by a requestor within a calendar month exceeds four (4), the requestor may be charged a fee for any and all labor that is reasonably necessary to produce copies of the requested records in excess of four requests. Prior to charging a reasonable fee, the requestor shall be notified of this policy and provided with a Notice of Aggregation of Multiple Requestors form. The Tennessee Comptroller

1 of the Treasury, Office of Open Records Counsel Schedule of Reasonable Charges found at
2 <https://www.comptroller.tn.gov> shall be used to determine the reasonable cost.
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4 **REDACTIONS**
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6 Prior to producing any record for inspection, the Coordinator shall make a copy of original documents and
7 ensure confidential information is redacted. Though information redacted may vary among requests, the
8 following information will not be provided to citizen/media requesters:
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- 10 • Social Security number
- 11 • Birthday
- 12 • Height
- 13 • Weight
- 14 • Home address
- 15 • Phone number (home or cell)
- 16 • Personal e-mail address
- 17 • Driver’s license number (unless driving is part of the employee’s job)
- 18 • Medical information, history, or background
- 19 • Fingerprint, background checks, or drug tests
- 20 • Employee number
- 21 • Teaching certificate number
- 22 • Teacher evaluations
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25 Any other information that may be considered sensitive should be evaluated by the Coordinator with the
26 Director, the Knox County Law Department and other necessary personnel. Additionally, should
27 information particular to any student be included in a file, whether by form of complaint, incident report,
28 etc., any and all information to aid in identifying said student should also be redacted, including, but not
29 limited to: name, age, grade, gender, address, phone number, height, weight, medical information, student
30 classification, etc.
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Administrative Procedure

Category:	Procedure:	
School Board Operations	Issuance and Maintenance of No Trespass Orders	
Descriptor Code:	Issued Date:	Revised Date:
AP-B-230	August 2023	

- 1
2 In accordance with Tennessee law and Knox County Board of Education Policy B-230 “Civility Code,”
3 actions that are prohibited and may result in an individual receiving either a provisional no trespass letter or
4 a permanent no trespass letter include, but are not limited to:
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6 1. Willfully and maliciously damaging, marking, or defacing any KCS property;
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8 2. Committing any nuisance on any property owned or controlled by KCS or any event in which a KCS
9 school is participating;
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11 3. Loitering on or near KCS grounds;
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13 4. Purposely and maliciously committing any trespass upon the grounds attached to KCS property, to
14 include the fixtures on that property;
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16 5. Habitually demonstrating disruptive or offensive behavior;
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18 6. Disrupting school or school district operations;
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20 7. Bullying, threatening, intimidating, or harassing an individual on KCS property or within the school
21 community;
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23 8. Any other conduct which interferes with the educational process; and/or
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25 9. In conjunction with criminal activities.

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27 Conduct reflective of any of the above-listed actions is subject to the issuance of either a provisional or
28 permanent no trespass letter.
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30 **REQUESTING TRESPASS AUTHORITY**

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32 The following individuals may request that a no trespass letter be issued:

- 33
34 1. Director of Schools
35 2. Assistant Superintendents
36 3. Regional Directors
37 4. Chief of Security or designee
38 5. Site Principals or designee*

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40 Site principals and their designees shall obtain written approval from their assigned Regional Director prior
41 to requesting a provisional or permanent no trespass letter.
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1 **PROVISIONAL NO TRESPASS LETTERS**

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3 An individual who engages in the aforementioned actions may be given a provisional no trespass letter. The
4 issuance of a provisional no trespass letter shall generally occur prior to legal prosecution. Provisional no
5 trespass letters may be issued for a period of no less than 6 months from the date of the inciting incident and
6 must expire within one (1) year of its issuance.

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8 Information indicated in the letter shall include any and all locations from which the individual is barred,
9 the date of issue, and the signature of the Chief of Security or designee along with that of the trespassing
10 authority. Provisional no trespass letters may not be rescinded, altered, or modified without written notice
11 issued by the Office of the Chief of Security or Director of Schools. The individual to whom the letter was
12 issued must be notified in writing of any change in the conditions stated in the provisional no trespass letter.

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14 Issuance of a Provisional No Trespass Letter

15 To issue a provisional no trespass letter, the following procedures shall be followed:

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17 1. Requests shall be submitted by the trespass authority, in writing, along with supporting
18 documentation, facts, or evidence to the School Security Department.
19 2. The School Security Department shall then review the request, supporting documentation, facts, or
20 evidence to determine if there is a preponderance of evidence to support the claim that the
21 aforementioned actions have occurred.
22 3. If approved, the School Security Department will draft a provisional trespass letter, obtain trespass
23 authority signature(s), and send it via mail to the individual.
24 4. If denied, the School Security Department will notify the trespass authority, in writing, and if
25 requested, may draft, sign, and send a civility code letter via mail to the individual.

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27 Behavior or criminal acts of individuals who pose an imminent danger to the safety of students and staff
28 may warrant the immediate issuance of a provisional or permanent no trespass letter.

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30 **PERMANENT NO TRESPASS LETTERS**

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32 Generally, repeated or more severe violations of Knox County Board of Education Policy B-230 “Civility
33 Code” or criminal acts of individuals who pose a danger to the safety of students, staff, and members of the
34 school community may warrant the issuance of a permanent no trespass letter. The foregoing is not
35 exhaustive, and other conditions may warrant a permanent no trespass letter. A permanent no trespass letter
36 shall remain in place for no less than five calendar years from the date of issuance before a request for
37 rescission review will be considered.

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39 Issuance of a Permanent No Trespass Letter

40 To issue a permanent no trespass letter, the following procedures shall be followed:

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42 1. Requests shall be submitted by the trespass authority, in writing, along with supporting
43 documentation, facts, or evidence to the School Security Department .
44 2. The School Security Department shall then review the request, supporting documentation, facts,
45 or evidence to determine if there is a preponderance of evidence to support the claim that the
46 aforementioned conduct has occurred.
47 3. If approved, School Security Department shall then impanel a three-person review committee
48 from the previously listed trespass authority to consider the request.
49 4. A majority of the members of the review committee must agree in order for a written request of
50 permanent no trespass to be granted.

5. If approved, the School Security Department will draft a permanent no trespass letter, obtain trespass authority signature(s), and send via mail to the individual.
6. If denied, the School Security Department will notify the trespass authority, in writing. If the trespass authority requests a provisional no trespass letter, the steps for requesting a provisional no trespass letter shall be followed.

PROCESS FOR APPEAL, REVIEW, OR RECISSION

Recipients of provisional and permanent no trespass letters may file an appeal, in writing, to the School Security Department. Appeals of provisional and permanent no trespass letters must be filed within 2 weeks from the date of issuance.

Recipients of permanent no trespass letters may file a subsequent appeal five (5) years after the date of issuance. Should the appeal be denied, the recipient will not be eligible for another appeal for two (2) years.

Appeals may be requested on any of the following grounds:

1. A procedural error that significantly affected the decision to issue a trespass letter (i.e. insufficient evidence to support findings, substantiated bias, material deviation from established procedures).
2. New evidence that was unknown or unavailable, that could have substantially impacted the decision to issue the no trespass letter, and the written review request must include the new evidence to be considered.
3. A significant change in the circumstance of the individual to whom the letter was issued mitigates the need for the letter to remain in effect.

To appeal the issuance of a no trespass letter, recipients must:

1. Submit a request for review in writing, along with supporting documentation, facts, or evidence to the School Security Department.
2. The School Security Department shall then review the request, supporting documentation, facts, or evidence to determine if there is a preponderance of evidence to support the claim that one or more of the grounds for rescission has been met.
3. If approved, the School Security Department will empanel a three-person review committee from the above-listed no trespass authorities and schedule and conduct a recission review.
4. A majority decision by the review committee must be reached and all requirements must be met in order to rescind the no trespass letter.
5. If rescission is approved, the review committee shall provide a date for the no trespass letter to expire. The School Security Department will then draft a recission letter and send it via mail to the recipient indicating the original trespass letter is rescinded and an effective date.
6. If rescission is denied, the school Security Department will notify the trespass authority. He/she will then draft a letter to the recipient notifying them of the denial. The no trespass letter will then remain in effect as issued.

PUBLIC MEETING

KCS shall not bar members of the public from attending meetings of the Board of Education, Board committees, or any other public gathering of members of the Board of Education.