

Category:	Procedure:	
Facility Expansion Program	Third-Party Funded Construction	
Descriptor Code:	Issued Date:	Revised Date:
AP-F-110	September 2015	October 2021

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The following procedure is established to align with Board of Education Policies F-110 and F-120, where a proposed project will be financed by sources outside the school system.

BOARD OF EDUCATION APPROVAL

Board of Education approval will normally be accomplished in a two-step process.

1. Request board approval of the project concept. This assures the requestor that the board agrees with the project and provides a level of confidence in pursuing funding for the project.
 - a. Obtain a copy of the form (FA-100) either from the Knox County Schools web site or by contacting the KCS Facilities Department.
 - b. Complete the form and submit it to the Facilities Department with a copy of the preliminary design of the proposed project.
 - c. The Facilities Department will review the design and once satisfied that there are no inherent concerns, will submit it to the Superintendent with a recommendation that it be added to the next BOE agenda.
2. Request final approval once full financing has been obtained.
 - a. Final approval of a proposed project will be granted only after confirmation that full financing is in place.
 - b. Once the School Board has approved the project, a construction permit must be obtained.

Note: Final approval of a project may be requested if full financing is available when the original request is made to the BOE.

CONSTRUCTION PERMIT PROCEDURE

The following steps shall be taken prior to any work being done on the project. The principal of the requesting school shall designate one school level employee to be the contact person for the project. That person shall be responsible for ensuring that the following steps are taken.

1. The preliminary drawings used for board approval are generally inadequate for permitting and construction of the project. Stamped/signed plans must be obtained from a licensed architect and/or engineer.

2. A copy of the plans shall be taken to the Metropolitan Planning Commission located on the fourth floor of the City County Building to obtain a correct address form. Several questions must be answered and the project address verified.
3. Two sets of plans shall be submitted to the Knox County Codes Plan Review Department for review and approval. This process normally takes about two weeks. Note: Please contact the Facilities Department for assistance when the submittals are ready to be made (865-594-1558).
4. Both the Knox County Plans Review Department and the Knox County Fire Marshal's office will conduct reviews of the documents. Comments and required modifications will be noted on the plans and must be addressed by the professional of record.
5. Once all comments and questions have been satisfactorily addressed, the Plans Review Department will issue a building permit for the project. Generally, they will notify the Facilities Department that the permit is ready.
6. Additionally, two (2) sets of plans shall also be submitted to the Knox County Schools Facilities Director along with a completed copy of the Board of Education Approval form and evidence that the funding is in place for the construction of the project.
7. While the Knox County review process is taking place, final approval will be requested as an agenda item on the next scheduled BOE meeting.
8. Once final approval has been granted by all parties, the permit must be picked up at Knox County Plans Review Department by a contractor licensed by the State of Tennessee (when the total project cost exceeds \$25,000.00). The contractor shall be responsible for fulfilling the requirements of construction of the project.
9. The school level representative shall be responsible for coordination of the project with the contractor and shall make certain that all required inspections occur.
10. Additionally, a Facilities Department representative will be assigned to assist and answer questions as needed.
11. The school level representative shall be responsible for all documentation and inspection reports that must be turned over to the Knox County Schools Maintenance & Operations (KCSMO) Department. After each inspection, fax the inspection report to the attention of Chris Towe at 865-594-1352.
12. The approved set of plans must be on the job site at all times.
13. During the final inspection, representatives of the Facilities Department and the KCSMO Department shall be present with the school level representative. Once the project has passed final inspection and a Certificate of Occupancy has been issued by the Knox County Codes Department, all documentation shall be submitted to the Facilities Department for final review.

Once the Facilities Department is satisfied that all work has been completed in accordance with the contract documents submitted, all documentation will be turned over to the KCSMO Department for archiving.



Administrative Procedure

Category:	Procedure:	
Facility Expansion Program	Naming Facilities	
Descriptor Code:	Issue Date:	Revised Date:
AP-F-140-1	February 2021	

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The Board of Education shall approve the naming or re-naming of all Knox County Schools facilities or portions of facilities (please reference [Knox County Board of Education Policy F-140](#)). Nominations to name or re-name a facility or portion of a facility must be made in writing to the Board of Education Naming Facilities Committee using Knox County Schools [Form FA-101](#) along with supporting documentation. Nominations submitted without required supporting documentation will not be considered by the Naming Facilities Committee unless or until complete information is provided.

Nominations may be solicited by Knox County Schools administration or submitted by the public. A facility or portion of a facility may be named for a person, a major donor, a distinctive geographic location, or in honor of a historic event or place. The Naming Facilities Committee will consider complete nominations and make recommendations to the Board of Education for final approval.

Nominations will be considered by the Naming Facilities Committee within a reasonable period of time following a complete submission of documentation to the Board of Education office. Notice of the meeting date for consideration of the nomination will be provided at least thirty (30) days in advance to allow time for documentation supporting or opposing a proposed name. Supporting or opposing opinions and required documentation will be received by the Naming Facilities Committee at least five (5) days prior to the noticed meeting. Documents received late may not be considered.

The Naming Facilities Committee will submit recommendations to approve or deny nominations as items of consideration on the Board of Education’s work session and regular session meeting agenda.

Please reference attached *Process for Considering Names for Knox County Schools’ District Facilities* for further detailed information.



PROCESS FOR CONSIDERING NAMES FOR KNOX COUNTY SCHOOLS' DISTRICT FACILITIES

Initial Requirements

- A facility or portion of a facility may be named for a person, a major donor, a distinctive geographic location or in honor of a historic event or place.
- Consideration of naming a facility in honor or memory of a person: the person must be connected to the district, be a role model and must have made significant contributions to his or her field.
- Consideration of naming a facility for a major donor: The donation must be significant and be connected to the district.
- Consideration of naming a facility for a distinctive geographic location: The location must be significant to the district and/or Knox County community.
- Consideration of naming a facility in honor of a historic event or place: The event or place must have major significance, and some connection to the district.
- Proper documentation is to be provided for review and administrative staff must conduct research on all names.

Process

- A name may be solicited by the district to the Board of Education Naming Facilities Committee.
- A name may be submitted by the public to the Board of Education Naming Facilities Committee.
- Nominations must be made in writing on a form provided by the district, along with supporting documentation, to the Knox County Board of Education Naming Facilities Committee. Documentation or communications in opposition to nominations may also be submitted to and considered by the Committee. Documentation shall reflect facts/evidence which address the criteria to consider (listed below).
- Nominations will be considered and final recommendations to the Board of Education will be made based upon the schedule of the Naming Committee.
- Final approval for all nominations rests with the Board of Education.
- Potential names without sufficient supporting documentation may be summarily dismissed by the Naming Committee.

Committee

- The Naming Facilities Committee shall consist of 3 Members of the Board of Education.
- Committee Members will be appointed by the Board Chair annually.
- The Committee will meet within a reasonable period of time following the submission of a nomination to the Board of Education office. Notice of the meeting will be provided at least thirty (30) days in advance to allow time for documentation supporting or opposing the proposed name. Supporting or opposing opinions and required documentation will be received by the Committee at least five (5) days prior to the noticed meeting. Documents received late may not be considered.
- The Committee will submit recommendations to approve or deny nominations as items of consideration on the Board's regular session meeting agenda. Any recommendation of the Committee shall be by majority vote.

Criteria to Consider

- Does the nominated name reflect direct and substantial association and achievement of extraordinary and lasting distinction (i.e. an individual's scholarship, creativity, leadership, and humanitarian and public service)?
- Has the nominee served the district? Length of years of service? Quality and quantity of contributions?
- Weight may be given to an individual who gained distinction in the area or areas related to the usage of the facility.
- A potential name's negative meaning (if any) and an individual's conduct unbecoming, negative and/or unjust acts and behavior will also be considered. Such acts would include, but not be limited to, acts considered criminal, illegal, and/or immoral.
- This listing is not exhaustive and other facts and details of significance can and will be considered.
- All naming considerations shall have the same opportunities regardless of race, color, creed, religion, national origin, sex, disabilities or veteran status.

Timing

- Nominations must be submitted via the official form process at any time, but the Naming Facilities Committee's recommendation process must be complete prior to Board consideration.
- Nominations submitted without required supporting documentation will not be considered by the Naming Facilities Committee until complete and neither the Committee nor Knox County Schools will be responsible for logging incomplete submissions.
- The district nomination form can be accessed on the Knox County Schools website at: <https://www.knoxschools.org/Domain/12514>.

Category:	Procedure:	
Facility Expansion Program	School Mascots and Other School Identifiers	
Descriptor Code:	Issued Date:	Revised Date:
AP-F-140-2	February 2021	May 2022

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The Knox County Schools recognizes the need to express school spirit through selection of a mascot, team name, colors, and other school identifiers such as yearbooks, annuals, names of newspapers and other publications, names for activities and events, school songs, and slogans. The following provides for these activities:

- A. Selecting a mascot, team names, and school colors as well as other school identifiers shall be respectful of diverse cultural values, but also be cognizant of context and honor the past and not be based solely on political pressure and/or current events. The main goal is to reflect a positive school image. Emphasis should also be placed on selecting names related to landmarks or places that have historic or geographic significance to the particular Knox County community’s history and the site. Proposed names should avoid duplicating names of other schools in the region to prevent possible confusion with those schools.
- B. The school mascot, team names, school colors, and other school identifiers must be unique and cannot be a duplication, without proper written permission/licensure, of a professional, corporate, international, national, or local mascot, name, and colors, nor other copyrighted identifiers.
- C. A school mascot is defined as a symbol, character, name, or logo that should represent a school in a positive manner with an emphasis on expression of school unity and pride as well as the emphasis and goals expressed in section A. Team names, logos, school colors and other school identifiers shall be selected on the basis of a positive reflection of the school.
- D. Mascots, team names, logos and school colors for existing schools have already been established and copyrighted by Knox County Schools.
- E. 1. *New School*: Responsibility for the initial selection of the school mascot, team names, school colors, and other school identifiers will be recommended to the direct supervisor of the principal of that school by a committee comprised of the principal, teachers, staff, students, PTA/PTO (if formed), parents, historical society, civic associations, and KCS administration (stakeholders).

2. Final approval of the school mascot, team names, school colors, and other school identifier selections and/or changes will be the responsibility of the Superintendent and direct supervisor of the principal of the particular school. Said approved selections will then be considered by the Knox County Board of Education’s Naming Committee and the Committee will then present recommendations to the Board for ratification.
- F. *Existing School*: A challenge to the selection of, or proposed changes to, an existing school mascot, team names, school colors, and other school identifier selections, as described above, by a member or members of the staff, student body, parents, alumni, PTA/PTO, historical society and/or civic associations (stakeholders) shall be made in writing to the principal of the school or the direct supervisor of that principal. A challenge shall state the objections to the current mascot/names/colors

1 and indicate how the identifier does not align with the principles in this procedure and Board Policy.
2 Historical or other evidence is to be submitted with the challenge. A challenge which fails to meet
3 the above criterial may be dismissed by the Superintendent and/or the district principal supervisor.
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- 5 1. A challenge with written support of 25 percent (25%) of a school’s student population and 100
6 school alumni shall be referred to district principal supervisors to schedule two or more public
7 meetings, with notice of at least thirty (30) days to all stakeholders as outlined in section F. Such
8 meetings shall be an open discussion on the merits and detractions of the proposed challenge and
9 shall be recorded and minutes taken.
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- 11 2. A survey shall be prepared by KCS administration and to the best extent possible, sent to all
12 stakeholders of the school affected with a minimum of two weeks to respond.
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- 14 3. The district principal supervisor will then review the challenge, and the substance of the public
15 meetings, with the Superintendent and make a recommendation with reasons therefore to the
16 Board of Education’s Naming Committee. All Naming Committee procedures and process shall
17 be followed.
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- 19 4. The Naming Committee will review and make a recommendation or pass along to the full Board
20 of Education.
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- 22 5. The Board of Education will be provided all information gathered on the challenge through this
23 process and then render a final decision through a vote on an action item.

24 The foregoing process shall not be expedited and while there is no specific time requirement, the process is
25 expected to take six months or more to complete. Should the challenge to an existing school’s identifiers
26 result in a change, new identifier submissions shall be made according to section E. Should the challenge to
27 an existing school’s identifiers not result in a change, a new challenge may not be brought for five (5) years
28 following the Board of Education’s decision.
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Administrative Procedure

Category:	Procedure:	
Facility Expansion Program	New Capital Improvement Project Planning	
Descriptor Code:	Issue Date:	Revised Date:
AP-F-150	April 2025	

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To provide for quality of service and fairness in service selection, architectural firms interested in performing work for Knox County Schools must respond to a Request for Qualifications (RFQ). Developed and managed in partnership with Knox County Procurement, RFQs will be issued for all major Capital Improvement Plan projects. Additionally, the result of RFQs will periodically be used to develop a ranked list of qualified architectural firms to be engaged on projects of smaller scale or scope.

NOTICE OF A REQUEST FOR QUALIFICATIONS

Knox County Procurement shall issue the RFQ and notice will be provided to interested architectural firms per Knox County Procurement’s standard procedures.

EVALUATION OF QUALIFICATIONS

The responses to the RFQ shall be reviewed by the selected evaluation committee. The evaluation committee shall include a representative of the Knox County Schools Facilities Department, a representative of Knox County Procurement, and a third representative typically selected by the KCS Operations Division. Committee members independently score responses per the criteria included in the RFQ. Scores are then compiled by Knox County Procurement to identify the highest scoring respondent.

CONTRACT AWARDS

The highest-scoring respondent for the project for which the RFQ was issued shall be selected for that project. All other respondents will then be populated on a list, based on their respective scores, which will be used for selection of architects for smaller projects. Smaller projects will typically be defined as projects with a calculated designer fee of less than \$200,000.00. The ranked list of architectural firms will be used until it has either:

- Been exhausted; or
- Until it expires (three years after the RFQ process is finalized).

The KCS Facilities Department will negotiate all necessary contracts with the identified architectural firm(s). Proposed contract shall be provided to the Knox County Board of Education for consideration in accordance with KCBOE Policy F-150 “New Project Planning.”