



# Administrative Procedure

Category:	Procedure:	
<b>Business Management</b>	<b>Distribution Center Ordering</b>	
Descriptor Code:	Issued Date:	Revised Date:
<b>AP-E-100-1</b>	<b>June 1997</b>	<b>October 2003</b>

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2 **THE DISTRIBUTION CENTER IS USED BY FIVE (5) SECTIONS OF SCHOOL OPERATIONS**  
3  
4 • Art  
5 • Office  
6 • Custodial  
7 • Medical  
8 • Special Education  
9

10 At the beginning of each month, the catalog is printed by the Purchasing/Accounts Payable Department. If  
11 not received, contact the Distribution Center at 594-1419. Schools may order any item in the catalog;  
12 however, each section of the order must be approved.  
13

14 **APPROVAL MUST BE OBTAINED FROM THE APPROPRIATE SUPERVISOR**  
15

16 • Art sections must be sent to Art Supervisor.  
17 • Office sections must be sent to Accounts Payable Supervisor.  
18 • Custodial sections must be sent to Operations Department on 5th Avenue.  
19 • Medical supplies must be sent to Health Supervisor.  
20 • Special Education supplies must be sent to Special Education Consultant.  
21

22 After approval by the proper office, the order will be forwarded to the Distribution Center for processing.  
23

24 **DISTRIBUTION CENTER**  
25

26 Delivery schedules are created yearly and include all schools. Deliveries will not be made during inclement  
27 weather. Orders are prepared and shipped the following day. Schools will be notified of out-of-stock items.  
28 Out-of-stock items will not be back-ordered.  
29

30 **DELIVERY PROCEDURES**  
31

32 Deliveries are made to a prearranged door. All products are unloaded and taken to one central location for  
33 the order to be checked. A designated person should be assigned at the principal's discretion to receive and  
34 check in all deliveries. Custodial supplies will only be signed for by the head custodian or designee. If any  
35 discrepancies are found, the driver should resolve the problem. If a shortage has occurred, notify Distribution  
36 Center at 594-1419. All delivery receipts are to be signed by the person designated.  
37

38 **WALK IN ORDERS**  
39

40 Walk in orders are on an emergency basis only. A call should be made first to insure the item needed is in  
41 stock.

Category:	Procedure:	
<b>Business Management</b>	<b>Truck Driver Services</b>	
Descriptor Code:	Issued Date:	Revised Date:
<b>AP-E-100-2</b>	<b>June 1997</b>	<b>August 2001</b>

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**MAINTENANCE TRUCK DRIVER SERVICES**

1. Fill out maintenance work order form. [BO-129]
2. Mail work order form to maintenance department.
3. Work order should contain specific information:
  - a. Specific name of person requesting the work order.
  - b. Specific name of person to contact at the school with direct knowledge of items.
  - c. Description of items (chairs, desks, etc.) associated to the requested work order.
  - d. Described items should be tagged if items are to be stored, surplus or discarded.
  - e. Location of items within the school.
  - f. An approximate estimate of load size (for example: one truck load, two truckloads, etc.).
  - g. If requesting specific date for service, an advance notice of five (5) working days is requested to ensure proper scheduling.

**SCHOOL TRUCK MAIL SERVICES**

1. School truck mail services are provided to each school site twice per week during the 221-daycontract periods for principals. School mail deliveries and pickups will be made to only one location in each school. It is extremely important that all mail, boxes, packages, etc. be clearly marked with the name of the person to whom it is being sent and the person's location and route code. Be sure to include the complete name of school/location such as . . . Ball Camp Elementary (60), 5th Avenue Maintenance, Baxter Avenue Maintenance, Andrew Johnson Building, etc. A complete return address must be listed on all mail, boxes, packages, etc. *Note: The gray heavyweight plastic boxes labeled "Knox County Schools Media Center" are to be used only for the school truck mail.*
2. For services other than school mail, complete the School Mail Truck Pick-up Request form (MC-115) to request the pickup of AV equipment, textbooks, library books, AV materials, reading center materials, computers for repair, etc. The form must include specific information regarding the location and the number of items for pickup. Mail or fax the pick-up request to the Media Center. Boxes of materials must be no larger than duplicating paper boxes and weigh no more than 50 pounds. Please label each box according to its contents and destination. Labels are on file in the principal's office as well as in the library. Boxes, which have not been labeled, will not be picked up.



# Administrative Procedure

Category:	Procedure:	
<b>Business Management</b>	<b>Emergency Calls for School Buildings/Campus Issues</b>	
Descriptor Code:	Issued Date:	Revised Date:
<b>AP-E-110-1</b>	<b>June 1997</b>	<b>May 2011</b>

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Refer to Knox County Board of Education Policy E-110.

**TELEPHONE PROCEDURES**

(1) All requests should be made to the Maintenance Department.  
(2) Give your school name.  
(3) Give your name and your position.  
(4) State problem.  
(5) State location of problem.

**DURING NORMAL WORKING HOURS**

7:00 AM to 4:00 PM Monday through Friday all emergency calls go to Fifth Avenue Maintenance Department at 594-3633.

**AFTER NORMAL WORKING HOURS**

4:00 PM to 7:00 AM Monday through Friday all emergency calls go to Fifth Avenue Maintenance Department at 594-1229.

**WEEKENDS AND HOLIDAYS**

All emergency calls go to Fifth Avenue Maintenance Department at 594-1229.



# A d m i n i s t r a t i v e P r o c e d u r e

Category:	Procedure:	
<b>Business Management</b>	<b>Major Maintenance Projects (Physical Plant Upgrades)</b>	
Descriptor Code:	Issued Date:	Revised Date:
<b>AP-E-110-2</b>	<b>June 1997</b>	<b>May 2011</b>

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Major maintenance projects/physical plant upgrades, such as roof replacement, walls, doors, HVAC upgrades, can be requested through the Work Order system. Typically, the request for these types of items are recorded as a Capital item, which will necessitate securing funding and approval from School Board and Knox County Commission.

Questions or status can be answered by Supervisor of New Facilities and Construction (865-594-1558).

Category:	Procedure:	
<b>Business Management</b>	<b>Site Construction and Renovation Projects</b>	
Descriptor Code:	Issued Date:	Revised Date:
<b>AP-E-110-3</b>	<b>June 1997</b>	<b>January 2009</b>

- 1  
2 To ensure consistency in construction/renovation projects, including the installation of equipment, the  
3 following outlines requirements and procedures:  
4
- 5 I. Approval  
6
- 7 A. Approval must be granted from:  
8
- 9 1. Principal at particular site  
10 2. Supervisor (594-3633) Maintenance Department  
11 3. Supervisor of Physical Education and Health (594-1725) will give approval for any playground  
12 renovation or construction.  
13
- 14 B. The Knox County Board of Education must approve proposed projects for renovation of facilities or  
15 construction projects according to administrative policy.  
16
- 17 C. Submit completed Acknowledge and Release Form (MO-102).  
18
- 19 II. Possible County Offices Necessary to Contact:  
20
- 21 A. Knox County Code Administration, City-County Building, Room 550, 865-215-2325.  
22 B. Life Safety or Fire Protection Code, City-County Building, Room 557, 865-215-2338.  
23 C. American with Disabilities Compliance, City-County Building, Room 364E, 865-215-2952.  
24 D. Knox County Schools Facilities Department, 865-594-1558, regarding installation of equipment,  
25 new construction or facility renovations.  
26
- 27 III. Permits  
28
- 29 A. A permit must be obtained from the County Codes Department.  
30 B. There is no cost for the permit.  
31 C. Information required for the permit application includes:  
32 1. Owner's name, address and phone number.  
33 2. Architect's name and firm, address, phone number and state license number.  
34 3. Contractor's name, address, phone number and state contractors' license number.  
35
- 36 IV. Submission of Plans for Review  
37
- 38 A. New building construction: Submit two sets of the design package prepared by an architect or an  
39 engineering firm including all applicable building and site drawings. These designs shall comply  
40 with the adopted State codes (1988 editions of the Standard Building Code, Standard Fire Prevention  
41 Code, Standard Mechanical Code, Standard Plumbing Code, Standard Gas Code, and all applicable  
42

codes referenced by these codes). Architects and engineers typically tend to these standards as a part of their work on a project.

B. Interior Renovations, Modification of a Life Safety or Fire Protection Features: Submit two copies of a floor plan outlining how the space will be changed, including fire walls, egress path, and changes to fire protection systems. If a change of occupancy occurs, a floor plan must also be submitted. These floor plans shall comply with the adopted State codes (1988 editions of the Standard Building Code, Standard Fire Prevention Code, Standard Mechanical Code, Standard Plumbing Code, Standard Gas Code, NFPA 101 Life Safety Code, and all applicable codes referenced by these codes). Again the architect or engineering firm will adhere to the applicable codes.

V. Permit Pick-Up

After plans have been reviewed, the permit must be picked up and signed for.

VI. Inspections

During the project, arrangements must be made so that several inspections take place in a timely fashion. Inspections are done through the codes department. Depending on the type of project, some or all of the following are necessary:

1. Foundation inspection
2. Plumbing and mechanical underground inspections
3. Framing inspections
4. Mechanical inspections
5. Electrical inspections for Life Safety and fire protection features
6. Fire rated assemblies and fire door inspections
7. Interior finishes
8. Compliance with ADA (Americans with Disabilities Act) as it pertains to new construction and renovations
9. Final inspection

VII. Certificate of Occupancy

Following completion of the project and all appropriate inspections, a Certificate of Occupancy will be issued by the Knox County Fire Prevention Bureau, the Knox County Codes Department, and/or the State Fire Marshal's Office as required. Then the facility may be occupied.

Category:	Procedure:	
<b>Business Management</b>	<b>Asbestos Management</b>	
Descriptor Code:	Issued Date:	Revised Date:
<b>AP-E-110-4</b>	<b>June 1997</b>	<b>October 2003</b>

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The following information is provided to all personnel, students, and parents when asbestos is being treated or abated at each facility:

The asbestos will be removed using the following guidelines:

1. This project is to be designed by a certified engineering firm.
2. All air monitoring will be performed by the engineering firm.
3. All Federal, State and Local Guidelines will be followed.
4. All personnel are AHERA certified asbestos removers.
5. All permits will be obtained.
6. The removal project will not interrupt regular classroom activities, but could interrupt extracurricular activities.
7. No one will be permitted to enter work area until an air clearance test is performed and passed. Test shall be performed by a certified engineering firm.

Category:	Procedure:	
<b>Business Management</b>	<b>Asbestos Safety</b>	
Descriptor Code:	Issued Date:	Revised Date:
<b>AP-E-110-5</b>	<b>June 1997</b>	<b>October 2003</b>

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2 The Maintenance Department is to be notified immediately whenever it is suspected that asbestos-containing  
3 materials have been disturbed.

4  
5 **RESPONSIBILITY FOR ABATEMENT/REMOVAL FROM SCHOOLS**

6  
7 The removal of asbestos from school buildings will be accomplished by either accredited employees of the  
8 school system or an authorized, licensed, accredited asbestos abatement contractor. The choice will be based  
9 upon the site and complexity of the project(s), the time available to accomplish the work, the number of  
10 projects to be completed, and the cost of the two options. Regardless of who actually accomplishes the work,  
11 the responsibility for insuring that the work is done properly rests with the LEA designee.

12  
13 **MAINTENANCE OF RECORDS AND PLANS**

14  
15 The Supervisor of Maintenance and Operations shall be the person in charge of keeping all Management  
16 Plans, changes, updates, six-month inspections, etc. on file in the Central Office. It shall be the responsibility  
17 of the principal/building administrator to see that all Management Plans are on file in the individual building  
18 and all staff are aware of current updates. All changes, updates, etc. shall adhere to all Federal, State and  
19 local regulations. After completion of the Management Plans and the Ground Level C audit, the following  
20 procedures shall be followed to ensure that Management Plans are kept current.

- 21  
22 1. A copy of the six-month inspection (which will be conducted by Knox County personnel) shall be  
23 completed and recorded on a five-part form. The distribution of this form shall be as follows:  
24 a. The original shall be placed in the school building Management Plan at the time the inspection is  
25 conducted.  
26 b. One copy shall go to the LEA designee for filing the appropriate Management Plan.  
27 c. One copy shall go to the Administrative Assistant to the Superintendent for filing in the  
28 official appropriate Management Plan in the Central Office.  
29 d. One copy shall go to the Maintenance Department for filing in the appropriate Management  
30 Plan at the Maintenance office.  
31 e. One copy shall go to the system's asbestos consultant for filing in the appropriate  
32 Management Plan at the consultant's office.

33  
34 **POSTING OF ASBESTOS WARNING LABELS**

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36 By the time of the completion of the first six-month inspection following the distribution of the completed  
37 updated Management Plan for the LEA designated person shall make sure that warning labels are attached  
38 immediately adjacent to any friable and non-friable Asbestos Containing Building Materials (ACBM) in  
39 routine maintenance areas (such as boiler rooms) of each school building. Such material includes friable  
40 ABCM that was responded to by means other than removal (for example, by encapsulation) and ABCM for  
41 which no response action was carried out. Classrooms, libraries and cafeterias are a few examples of rooms  
42 that are not considered routine maintenance areas. All labels must be displayed prominently in readily visible



1 locations and remain posted until the ACBM that is labeled is removed. Warning labels must be made readily  
2 visible with large letters or bright color and shall read as follows:

3  
4 **CAUTION! ASBESTOS. HAZARDOUS!**  
5 **DO NOT DISTURB WITHOUT PROPER TRAINING AND EQUIPMENT**  
6

7 For further information please call the Maintenance Department at 594-3633.

8  
9 The LEA designee or his representative shall determine the placement of labels and shall insure that these  
10 labels are placed in the appropriate place(s) within each building.

11  
12 **FIBER RELEASE EPISODES**  
13

14 Every effort will be made to prevent the release of any asbestos fibers in Knox County Schools. If, despite  
15 these precautions, any uncontrolled or unintentional episodes, as defined below, should occur, the below  
16 delineated procedures will be followed. These definitions and procedures are taken from the current AHERA  
17 40 CFR 763 document.

18  
19 Fiber Release Episode – Any uncontrolled or unintentional disturbance of asbestos-containing building  
20 material resulting in visible emission:

- 21 A. Minor fiber release episode: The local education agency shall ensure that the procedures described  
22 below are followed in the event of a minor fiber release episode (i.e., the falling or dislodging of 3  
23 square or linear feet or less of friable ACBM):
  - 24 1. Thoroughly saturate the debris using wet methods.
  - 25 2. Clean the area per specifications.
  - 26 3. Place the asbestos debris in a sealed, leak-tight container.
  - 27 4. Repair the area of damaged ACM with materials such as asbestos-free spackling, plaster,  
28 cement or an encapsulant or immediately have the appropriate response action implemented  
29 as required by 763.90.
- 30 B. Major fiber release episode: The local education agency shall ensure that the procedures described  
31 below are followed in the event of a major fiber release episode (i.e., the falling or dislodging of  
32 more than 3 square or linear feet of friable ACBM):
  - 33 1. Restrict entry into the area and post signs to prevent entry into the area by persons other than  
34 those necessary to perform the response action.
  - 35 2. Shut off or temporarily modify the air-handling system to prevent the distribution of fibers  
36 to other areas in the building.
  - 37 3. The response action for any major fiber release episode must be designed by persons  
38 accredited to design response actions and conducted by persons accredited to conduct  
39 response actions.

40  
41 **FIBER RELEASE EPISODE RESPONSE**  
42

43 If a principal/building administrator has reason(s) to believe that a minor or major fiber release episode has  
44 occurred or is imminent, the principal/building administrator shall:

- 45 1. Remove all persons from the affected area
- 46 2. Close off the affected area (modify HVAC system)
- 47 3. Notify the LEA Designee
- 48 4. Take appropriate response action

49 After the above has been completed and it has been confirmed that a fiber release episode has occurred or  
50 is imminent, the appropriate individual/individuals shall notify parents and all building occupants of the

1 actual or imminent fiber release episode. If a major fiber release episode has been confirmed, air monitoring  
2 will be instituted immediately. Item one shall be completed. Item two shall be at the option of the  
3 principal/building administrator.  
4

- 5 1. Send information on the release home by the students, as soon as possible, following the fiber release  
6 episode. If it is anticipated that minor fiber release episodes will persist for a period of time, a single  
7 notice will be sufficient provided the nature and estimated duration of the event is described.  
8
- 9 2. Notify the Public Affairs Department after notification to the Superintendent or his designee. A copy  
10 of such notification and name of person/persons contacted shall be placed in the Management Plan.  
11 If a fiber release episode has indeed occurred, the respondent shall complete the five-part Fiber  
12 Release Episode report immediately on site. The original shall be placed in the school/facility  
13 Management Plan at the time of the episode. The remaining four copies shall be sent by the LEA  
14 Designee for distribution and filing in the appropriate Management Plan copies. The episode shall  
15 be documented on the "Contractor and Maintenance Sign-In Sheet."  
16

17 **PLANNED REMOVAL ACTIVITIES**

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19 Primary Removal Activity – These activities cannot be completed within a twelve-hour period of time or  
20 have been determined to be performed only on extended weekends, school vacations or summer vacation.

21 Secondary Removal Activity – These activities can be completed within twelve hours and may be performed  
22 on nights and weekends. No removal activities shall occur during normal school hours. If removal activities  
23 are undertaken outside normal school hours in an occupied building, it will only be in a portion of the  
24 building which does not share air space with any occupied or adjacent portion of the building. The Knox  
25 County Board of Education will comply with all local, State and Federal regulations during removal  
26 activities. However, in order to prevent possible inadvertent exposure to any individual during a planned  
27 removal activity while a portion of the building is occupied, the following general procedures will be  
28 performed:

- 29 a) All adjacent accesses shall be secured while maintaining existing Fire Code regulations (i.e., Refer  
30 to Figure One – Between "C" and "B") (i.e., doors locked and/or sealed).
- 31 b) A barrier shall be constructed to isolate and seal the work area (i.e., Refer to Figure One - "A").
- 32 c) Signage and/or barrier tape as appropriate shall be posted on work area boundary accesses (i.e., Refer  
33 to Figure One - "A" area) and on all adjacent area boundary accesses such as doorways and hallways  
34 (i.e., Refer to Figure One - "B" area).
- 35 d) All work areas shall be maintained under HEPA filtered diminished pressure during the removal  
36 activity. It may be necessary to cancel extracurricular activities if they cannot be conducted in strict  
37 adherence with these procedures.  
38

39 **NOTIFICATIONS**

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41 If a planned primary removal activity is anticipated, a ten-day certified notification shall be sent by the LEA  
42 Designee, to the Principal or Building Administrator, the Superintendent, the School Board Members, and  
43 all designated persons required by law.  
44

45 If a non-asbestos related emergency (such as boiler or piping malfunction or roof leakage) has occurred  
46 which has not caused a fiber release episode, but correcting the problem could create a fiber release episode,  
47 the notification will be the same as for a fiber release episode response.  
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49 If a planned secondary removal activity is anticipated, the notification will be the same as for a fiber release  
50 episode response.

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**PROCEDURES TO PREVENT INADVERTENT RELEASE OF ASBESTOS DURING REPAIR OR CONSTRUCTION/RENOVATION WORK**

The following procedures will be followed to prevent the inadvertent release of asbestos during repair or renovation work:

**Work Done by Contractors**

All architects, engineers or others designated to prepare plans and specifications for repair, renovation or construction will be required to verify that no asbestos will be disturbed by the work to be undertaken. Written acknowledgments that they are liable for any expenses which may be incurred as the result of improper handling of asbestos resulting from professional negligence, errors or omissions in their designing, specifying or planning of the work must be signed and provided as part of their contract. Technical assistance in the identification of potential asbestos hazards is available from the LEA designee. All contract documents for bids to do renovations, installations, or other construction related work processed through the Knox County BOE Purchasing Department will contain a requirement that no asbestos be disturbed by the work and that material furnished be free of all asbestos. All contractor employees working on such projects will be instructed on the location of asbestos prior to beginning their work and the bid specifications will require acknowledgment of liability for any expenses incurred as a result of negligence, errors or omissions in work by the contractor's employees. Technical assistance is available through the LEA designee.

**Work Done by Volunteers**

All work done by volunteer groups in school buildings, such as PTA's, booster clubs, etc. will be approved in writing by the principal or principal/building administrator prior to commencement of any activity. Prior to approving any work, the building administrator or a designated assistant, (i.e., assistant principal, etc.) will verify by a review of the on-site Management Plan that the work can be done with no disturbance of asbestos. If a determination cannot be made from such a review, the assistance of the LEA designee person should be requested.

**Work Done by the Maintenance Department**

All work done by the maintenance department will only be done as the result of a maintenance work request from the principal/building administrator (or designated assistant) who will verify prior to requesting the work that no asbestos will be disturbed in its accomplishment. If a review of the Management Plan is not sufficient to make such a verification, assistance must be requested from the LEA designee. No work order will be issued to a maintenance shop unless it has been checked that no asbestos will be encountered in the proposed work. All school employees shall prevent any work being done which has not been cleared as non-asbestos containing by the principal or building administrator. To facilitate this, all maintenance employees entering the building to complete work orders will be required to sign in and out at the school principal's office. Building occupants may challenge any worker doing work in the building to verify that the worker has checked the Management Plan and understands that no ACM will be disturbed.

**Work Involving Known or Suspected Asbestos**

In the event of a routine work request involving asbestos, the written work request should be routed to the LEA designee prior to delivery to the Maintenance Department. In the case of an emergency, notify the Maintenance Department and telephone the LEA designee (e.g., a severe water leak where it cannot be positively verified that correction will not disturb asbestos), for guidance. In the case where potential for asbestos exposure exists, contact the LEA designee for guidance (e.g., Nine by Nine floor tile are loose and may break) and assistance.

**Sign-In and Acknowledgment**

1 As noted above, all persons entering a school facility for maintenance, renovation, construction, etc., will  
2 sign in and out at the school office. The “Contractor and Maintenance Sign-In” sheet will include  
3 information as to the presence of asbestos in the building and will refer to the asbestos Management Plan  
4 for the building. Signing in will constitute acknowledgment of being informed of the asbestos status of the  
5 building and the responsibility not to disturb asbestos. This requirement will apply to all persons (including,  
6 but not limited to, school system employees, contractors, subcontractors, etc.). Contractor personnel on new  
7 construction not requiring entry into the existing facilities who are working in a defined enclosed area which  
8 is separate from the existing school building need not sign in.  
9

10 **Education and Training**

11 All maintenance and custodial employees will be trained in the hazards of asbestos and precautions to be  
12 taken when working around it. All employees will have a visible identification badge which indicates their  
13 work location. The level of training they have received will be documented in their training records and  
14 indicated on their identification badges. This will allow a ready and easy check by school personnel that no  
15 one without proper training is involved in any work in an asbestos environment.  
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# Administrative Procedure

Category:	Procedure:	
<b>Business Management</b>	<b>Checking for Asbestos</b>	
Descriptor Code:	Issued Date:	Revised Date:
<b>AP-E-110-6</b>	<b>June 1997</b>	<b>February 1999</b>

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## CHECK ASBESTOS MANAGEMENT PLANNER

Always verify through Knox County Maintenance Department work pertaining to all penetrations of asbestos (such as, but not limited to):

1. Floor penetrations
2. Wall penetrations
3. Ceiling penetrations
4. Door penetrations, etc.



# Administrative Procedure

Category:	Procedure:	
<b>Business Management</b>	<b>Dust Mop Delivery</b>	
Descriptor Code:	Issued Date:	Revised Date:
<b>AP-E-110-7</b>	<b>June 1997</b>	<b>October 2003</b>

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The custodian shall be responsible for dust mops. Dust mops are owned by the Knox County Schools Maintenance and Operations Department. An ample supply has been placed at each school. Dirty dust mops are picked up by the warehouse, and clean ones are delivered. The mops need to be placed in a designated place for pick-up and exchange.

Category:	Procedure:	
<b>Business Management</b>	<b>Energy Management Scheduling</b>	
Descriptor Code:	Issued Date:	Revised Date:
<b>AP-E-110-8</b>	<b>June 1997</b>	<b>October 2003</b>

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When scheduling the use of a school facility before or after school hours, the following steps must be taken to assure the use of utilities.

1. Complete the Energy Management Request Form.
2. Provide at least twenty-four (24) hour advance notice.
3. Turn the form in to the Maintenance Department – Fax 865-594-1352.

Category:	Procedure:	
<b>Business Management</b>	<b>Overtime Procedures/Requirements for Custodians</b>	
Descriptor Code:	Issued Date:	Revised Date:
<b>AP-E-110-9</b>	<b>June 1997</b>	<b>February 1999</b>

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Overtime is paid for all hours physically worked over forty (40) hours. (GCRD) Overtime must have prior approval of the custodial foreman. The custodial foreman will work with the principal concerning overtime. Overtime Justification Forms must be completed and faxed daily to the Operations office. The forms must be signed by the custodial foreman before overtime is paid.

Overtime is paid for the following:

1. Absent custodian
  - a. 8-hour custodian absent – 4 hours overtime allowed for person covering absent custodian’s area.
  - b. 4-hour custodian absent – 2 hours overtime allowed for person covering absent custodian’s area.
2. Special conditions when construction is going on in the building.



Category:	Procedure:	
<b>Business Management</b>	<b>Pest Control</b>	
Descriptor Code:	Issued Date:	Revised Date:
<b>AP-E-110-10</b>	<b>June 1997</b>	<b>October 2003</b>

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If there is a problem with pests, please fax the “Pest Sighting Form” (available from Knox County Schools Maintenance and Operations) to 594-1352. Pest concerns are usually addressed within 24 hours.

**PEST CONTROL SCHEDULE**

The pest control schedule is made one year in advance. If a copy is not received by September 1st of each year, please call 594-3633 and one will be forwarded.

**PREPARING AREAS FOR PEST CONTROL TREATMENT**

As a general rule, proper preparations include the following steps:

1. No boxes, books or paper products should be stored on the floor of the areas being treated. Example, classroom books should be stored on the desks in the center of the room for the summer season.
2. All shelves must be emptied. For example, bookshelves, closet shelves, concession shelves, etc. should be completely emptied. All intersecting areas of the shelves must be accessible for inspection and treatment.
3. All drawers must be emptied. Desk drawers and cabinet drawers are examples, excluding file cabinets, however, they must be accessible.
4. All lockers and equipment rooms must be emptied and left open for service.
5. All concession stands, kitchens and other food areas (including teachers’ lounges) must have all food removed, shelves emptied, drawers emptied, plates, glasses and utensils covered and sanitation efforts must be extensive.
6. All custodial closets should be emptied and supplies placed in the hallways.

Category:	Procedure:	
<b>Business Management</b>	<b>Safety – Acknowledge and Release</b>	
Descriptor Code:	Issued Date:	Revised Date:
<b>AP-E-120-1</b>	<b>June 1997</b>	<b>October 2009</b>

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**ACKNOWLEDGE AND RELEASE FORM MO-102**

1. This form is to be used whenever work is being performed on campus by PTA, volunteers, contracted services being paid by the school, etc. Examples are, but not limited to: painting, landscaping, installation of playground equipment, construction of field houses.
2. This form will be signed by all outside parties enlisted by facilities to accomplish projects on site.
3. The purpose of this form is to release Knox County Schools from liability in the event of a project related injury to a participant.
4. **When fully completed and signed, one (1) copy should be returned to Maintenance and Operations, 900 E. Fifth Avenue, Knoxville, Tennessee 37917.**



# A d m i n i s t r a t i v e P r o c e d u r e

Category:	Procedure:	
<b>Business Management</b>	<b>Safety – Maintenance and Construction Projects</b>	
Descriptor Code:	Issued Date:	Revised Date:
<b>AP-E-120-2</b>	<b>June 1997</b>	

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## **NOTICE OF MAINTENANCE AND CONSTRUCTION PROJECTS FORM**

1. These projects are major repairs performed by Knox County Schools Maintenance Department, such as, but not limited to, bathroom renovation, entire room vinyl composition tile replacement, HVAC system replacement or other projects that must extend over a period of days that may disrupt normal activities at a facility.
2. This form will be presented by Knox County Schools employees before the beginning of a Maintenance Construction Project.
3. The purpose of this form is to inform the administrative staff of the intent to begin a Maintenance Construction Project and to inform the staff of the scope and time frame for this project.
4. This form asks for advisement of unusual circumstances and possible solutions to these circumstances.
5. This form should be signed by a member of the administrative staff of the facility so that proper authorization is obtained.



# Administrative Procedure

Category:	Procedure:	
<b>Business Management</b>	<b>Notification of Potentially Hazardous Conditions – Interior Paint and Refinish</b>	
Descriptor Code:	Issued Date:	Revised Date:
<b>AP-E-120-3</b>	<b>June 1997</b>	

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**NOTICE OF INTERIOR PAINT AND REFINISH MEMORANDUM (SMO2A)**

1. This memorandum will be delivered to the school to distribute to the school staff and also to the student body to present to their parents.
2. The purpose of this memorandum is to inform all appropriate parties that this process will be taking place in the facility and also to inform them of precautionary measures that will be taken to ensure the welfare of the student body and staff.
3. This memorandum will contain a listing of materials scheduled to be used in this process.
4. This memorandum will be used for both interior wall refinish and for refinish of gymnasium wooden floors.

**DISTRIBUTION OF INTERIOR PAINT AND REFINISH INFORMATION TO PARENTS AND STAFF OF SCHOOLS (SMO2B)**

1. This memorandum is to request distribution of the Notice of Interior Paint and Refinish Memorandum (SMO2A).



# A d m i n i s t r a t i v e P r o c e d u r e

Category:	Procedure:	
<b>Business Management</b>	<b>Notification of Potentially Dangerous Conditions – Vegetation Spraying</b>	
Descriptor Code:	Issued Date:	Revised Date:
<b>AP-E-120-4</b>	<b>June 1997</b>	<b>February 1999</b>

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**VEGETATION SPRAYING AT FACILITIES FORM (SMO4A)**

1. This form will be presented by Knox County School employees before the use of vegetation control chemicals at a facility.
2. The purpose of this form is to inform the administrative staff of the intent to use potentially hazardous chemicals and to ensure that Material Safety Data Sheets are available for these materials.
3. This form should be signed by a member of the administrative staff of the facility so that proper authorization is obtained.

Category:	Procedure:	
<b>Business Management</b>	<b>Fire Regulations and Procedures</b>	
Descriptor Code:	Issued Date:	Revised Date:
<b>AP-E-121</b>	<b>June 1997</b>	<b>August 2001</b>

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**Fire Drills** mandated by State Law, require full evacuation and **shall be conducted one (1) time each month during the school year, with an additional fire drill to be conducted within the first (1st) thirty (30) days of operation.**

The **Fire Drill Report (form BO-111)** shall be completed following the execution of each required fire drill. The form showing all fire drills performed during each semester should be signed by the principal and the attendance secretary and a copy submitted to the office of the Administrative Assistant to the Superintendent at the end of each semester.

The first (1st) report is due no later than **January 15**, and the second (2nd) report is due at principal's checkout in **June**.

The report should indicate the time needed to evacuate the building during each drill

.

Each school is also required to practice three (3) **Safety Drills** during the school year which may include inclement weather, earthquake, intruder, or other emergency drills not requiring full evacuation.

The **Disaster/Safety Drill Form** must be completed following each drill; it should be signed by the principal and the attendance secretary, and a copy submitted to the office of the Administrative Assistant to the Superintendent.

All questions should be directed to the office of the Administrative Assistant to the Superintendent at 594-1614.

Category:	Procedure:	
<b>Business Management</b>	<b>Emergency Preparedness Plan</b>	
Descriptor Code:	Issued Date:	Revised Date:
<b>AP-E-122</b>	<b>August 2001</b>	

1  
2 Each principal shall develop an **Emergency Preparedness Plan** for their school based on the location of  
3 the school and the surrounding community. In developing the plan the principal should take into  
4 consideration the surrounding area and try to make a determination as to what might be the most likely  
5 emergency to take place at his/her school or community then develop the **Emergency Preparedness Plan**  
6 accordingly. The plan should be flexible enough that it will be effective in any emergency situation.

7  
8 The **Emergency Preparedness Plan** should include the following:

- 9  
10 (1) Assignments for all **Safety Response Team (SRT)** members.  
11  
12 (2) Building evacuation routes and alternate routes for each classroom or area.  
13  
14 (3) Campus evacuation routes, alternate routes, bus loading area, and reunification site.  
15  
16 (4) Plan for evacuating **students and staff** with special needs.  
17  
18 (5) Plan for what to do in case of a hazardous materials spill.  
19  
20 (6) Plan for SRT members to check the building for any remaining students or staff in the event  
21 that a full evacuation of the building is required.  
22  
23 (7) Plan to keep students or parents from reentering the building before the building has been  
24 declared safe by the Incident Commander.  
25  
26 (8) Lock Down procedures.

27  
28 The principal is responsible for in-servicing the faculty and staff on what to do in an emergency. The faculty  
29 is responsible for instructing the students on what to do in an emergency. It is the responsibility of the  
30 principal to see that various emergency drills are practiced throughout the school year.

31  
32 **State Law requires that no less than three (3) emergency drills be practiced during the**  
33 **school year and that these drills be practiced at different times during the day.**

34  
35 In case of an emergency, members of the **SRT** should be assigned to call School Security, Central Office  
36 and other agencies as needed depending upon the emergency. One **SRT** member should be assigned to call  
37 **911.**  
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Category:	Procedure:	
<b>Business Management</b>	<b>Crisis Management</b>	
Descriptor Code:	Issued Date:	Revised Date:
<b>AP-E-123</b>	<b>August 2001</b>	<b>January 2009</b>

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The principal shall develop a **Crisis Management Plan** for use in such instances as, but not limited to, **suicides, shootings, and death** of a student, parent or faculty or staff member.

- (1) Once the principal has been notified of the crisis situation, he/she will notify the Crisis Management team (Core Team).
- (2) If the crisis occurs at school during the regular school hours, the principal will also activate the Safety Response Team (SRT). The SRT members will notify Central Office and the proper agencies, depending upon the crisis. The SRT members will follow their assignments as set forth in the Crisis Management Plan.
- (3) If the crisis occurs after school hours, the principal will notify the Core Team before school starts the following morning. The Core Team will assemble at school early that morning to prepare themselves to meet the needs of the students.
- (4) The Core Team will follow the Crisis Management Plan while attending to the needs of the students. The Team will proceed according to the crisis.
- (5) The principal or Core Team member should call the special education supervisor to request additional help as needed at 594-1515.





Category:	Procedure:	
<b>Business Management</b>	<b>Community Use of School Facilities</b>	
Descriptor Code:	Issued Date:	Revised Date:
<b>AP-E-130-1</b>	<b>June 1997</b>	<b>October 2021</b>

1 The public use of school buildings and property is permitted in accordance with Board of Education policy  
2 E-130 (Community Use of School Facilities) and these procedures at any time the principal states the  
3 premises are not required for school purposes.

4  
5 As approved by the Board of Education, school buildings and grounds or portions thereof may be used  
6 for auxiliary, educational, recreational, cultural, and such other purposes as promote the welfare of the  
7 community and the educational goals of the Board.

8  
9 While it is not generally considered appropriate to use school facilities for personal memorial services,  
10 the Knox County Schools will consider requests for the use of school facilities for activities to honor  
11 alumni who have died in the line of duty in military service to the nation or alumni who have died in the  
12 line of duty while serving as an emergency first responder in service to the Knox County community.

13  
14 School facilities including buildings, athletic fields, and grounds may not be used for private profit, except  
15 for the purpose of providing an academic educational service.

16  
17 Proof of non-profit status, Federal 501c (3) or State SS-4418, may be required to be submitted with  
18 applications for use of facilities.

19  
20 These Procedures apply to all Knox County Schools-owned facilities.

21  
22 **PROCEDURE FOR FILING APPLICATION**

23  
24 1) All non-school groups or individuals requesting to use school facilities must complete an electronic  
25 application and submit it for approval by the principal or the principal’s designee of the school for  
26 which the facility use is requested. Upon approval by the principal, the request will be routed to the  
27 facilities use coordinator in the Knox County Schools (KCS) Maintenance Department. This  
28 coordinator will act as the Superintendent’s representative to ensure all policy and procedure  
29 requirements for use of the facility are met. Final approval or activation of any facility use request  
30 rests with the Superintendent or the facilities use coordinator.

31  
32 2) Non-school related events may not be scheduled to take place except as stated in this procedure.

33  
34 3) Applications must be submitted 15 business days prior to use to allow questions or deficiencies to be  
35 corrected prior to the date of use.

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37 4) A copy of the approved facility use application must be in the possession of the groups using the  
38 school whenever they are using KCS facilities. If the user is requested to show the document as proof  
39 that they have approval to use the facility, they must do so. If the document cannot be provided, they  
40 may be removed from school grounds.

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- 1 5) In accordance with Board policy, proper insurance must be provided for any group applying to
- 2 use KCS facilities.
- 3 a) The insurance must have a rider listing Knox County Schools as an “additional insured” party.
- 4 b) The minimum liability coverage will be \$1,000,000.
- 5 c) The minimum property damage coverage will be \$100,000.
- 6 d) If insurance is for a one-time event, the location, date, and description of the event must be
- 7 on the proof of insurance.
- 8 e) KCS will accept insurance that covers larger groups of users that meet for longer periods of
- 9 time at one or more schools, provided that the minimum coverage applies individually to every
- 10 event at every school listed.
- 11 f) Insurance is not required for school groups or for groups insured directly by Knox County or
- 12 the State of Tennessee.
- 13
- 14 6) Proof of valid insurance must be provided prior to final approval of any application.
- 15
- 16 7) The holder of an approved application to use school facilities may cancel the agreement by giving
- 17 the Superintendent or designee at least 72 hours’ notice in advance of the date scheduled to be used.
- 18 Otherwise, the group will be held responsible for the charges.
- 19
- 20 8) The approved facility use application will be transmitted to the applicant via email.
- 21

**ADDITIONAL PROCEDURES FOR SPECIAL CIRCUMSTANCES**

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- 23
- 24 1) It is not necessary for an application to be made to use school facilities for school-related activities.
- 25 However, school related activities shall be properly scheduled using the SchoolDude application to
- 26 ensure that conflicts in scheduling do not arise. School-related activities are defined in Board Policy
- 27 E-130 (Community Use of School Facilities)
- 28
- 29 2) The Knox County Schools reserves the right to either cancel an event or offer a substitute facility to
- 30 an applicant at any time. The Knox County Schools will not be responsible for any applicant costs
- 31 due to such cancellation or change of venue.
- 32
- 33 3) KCS does not guarantee that KCS-owned lights, plumbing, or HVAC equipment will operate as
- 34 expected by an applicant. KCS will not refund facility usage fees for minor inconveniences caused
- 35 by broken equipment.
- 36 a) A mutually satisfactory reduction in the rental fee may be negotiated between the applicant and
- 37 the Superintendent or his designee if inoperable KCS equipment caused a material disruption to
- 38 a scheduled event.
- 39 b) Any labor or material costs incurred by KCS responding to a maintenance request by an
- 40 applicant outside of normal working hours will be billed to the applicant and reimbursed to KCS
- 41 along with the facility use fee.
- 42

**SUPERVISION OF APPROVED USE OF FACILITIES**

43 The principal or designated school employee shall be on duty when any KCS building is in use for any

44 activity outside the normal school day. The Superintendent or designee may require additional staff as

45 necessary depending on the size and activity of a group.

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49 Payments to KCS employees will not be made directly by any group using KCS facilities. KCS employees

50 will be paid through the KCS payroll system.

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- 1) An application will not be approved if a suitable KCS employee is not able or willing to work the event outside of normal working hours.
- 2) The employee hourly fees (custodians, food service workers, security guards, etc) will be included as part of the Board-approved fee schedule. The principal will make the initial determination of how many and which types of employees are required for the event. The number and type of employee(s) will be listed on the application.
- 3) Normally, custodial fees will not be required for events that occur within the normal operational schedule of the facility as specified within policy E-130.
- 4) A custodian is required to be on-site for any event during non-working hours as follows:
  - a) If an outside area to be used requires access to a restroom in the main school building then a KCS custodian is required to be on-site for the duration of the event. The hourly cost of the custodian will be in addition to the facility use fee.
  - 2) If the restroom to be used is in a field house, stadium, or other separated building, the group will be required to pay for a custodian to clean the facility for a minimum of one hour per day for every day used.
  - 3) In all circumstances a principal can request more custodial hours to be charged based on the cleanliness of the group.
  - 4) Only the Superintendent may waive or reduce the custodial requirement.
- 5) If a custodian assigned to a particular facility is not available, in coordination with the school’s principal the KCS maintenance department will assign a custodian to work the event. Other classified and certified personnel assigned to the particular school may serve as building custodian for an event. These employees will be compensated based on the custodial rate as listed in the fee schedule. For non-custodial employees a facility use payroll form must be turned in to the facilities use coordinator by the first day of the month following the scheduled event.

**PROCEDURE FOR PAYMENT**

- 1) School-related activities will not pay for the use of the facilities unless the activity places an unusual cost burden on KCS at the determination of the principal, the Superintendent or the Superintendent’s designee. Sponsors of school-related activities will be responsible for any additional employee hours required to supervise the events.
- 2) All non-school groups shall pay to the Board of Education the approved facility use and supervision fee. The cost of the use of the facility will be the sum of the hourly rates for all areas of the building listed on the activated schedule.
  - a) If the number of hours actually used increases from that on the application, the user must include a letter specifying what hours were actually used.
  - b) The payment will be compared against custodial timesheets to make sure the proper number of labor hours and rental rates has been charged.
  - c) All checks shall be made payable to the Knox County Schools.
- 3) Payment timeline and late payments
  - a) For single occurrence events the payment for the event is due within two (2) weeks of receiving the invoice.

b) For events with multiple occurrences or events scheduled for an entire school year, payments are required monthly for the actual use of the facilities during the month. The payment must be received within two weeks of the last day of use for a given month. Recognizing that holidays and weather will result in some event date adjustments, groups with recurring use are required to notify the facilities use coordinator if actual schedules differ from the application.

c) Any attempt to pay for fewer hours than those actually used could result in a cancellation of the current application and could disqualify a group from using KCS facilities in the future.

d) Late payments may result in the cancellation of an application and a disqualification for future KCS facility use at the discretion of Knox County Schools.

**TERMS AND CONDITIONS OF USE WHILE IN SCHOOL FACILITIES**

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

- 1) To exercise care in the use of school premises and to 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) To hold the Board of Education blameless for any claim, loss, or damage by reason of any act on the part of the applicant or other members of the organization.
- 4) To properly supervise all activities
- 5) The use of alcoholic beverages, tobacco, drugs, profane language, or gambling in any form is not permitted on school property.
- 6) The area of school building being used shall not have its means of egress blocked and Fire Prevention Regulations shall be strictly observed.
- 7) Doors and windows of the school will not be propped open for any reason.
- 8) Applicants will adhere to all KCS policies and procedures, including all terms and conditions of the school use application.

Failure to adhere to all KCS policies, procedures, rules, and regulations may impact future use of KCS facilities.

Category:	Procedure:	
<b>Business Management</b>	<b>Scheduled Use of School Facilities</b>	
Descriptor Code:	Issued Date:	Revised Date:
<b>AP-E-130-2</b>	<b>June 1997</b>	<b>February 2014</b>

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The public use of school buildings and property is permitted in accordance with Board of Education policy E-130 (Community Use of School Facilities) and these procedures at any time the principal states 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 including buildings, athletic fields, and grounds may not be used for private profit, except for the purpose of providing an academic educational service.

Proof of non-profit status, Federal 501c (3) or State SS-4418, may be required to be submitted with applications for use of facilities.

These Procedures apply to all Knox County Schools-owned facilities.

**PROCEDURE FOR FILING APPLICATION**

- 1) All non-school groups or individuals requesting to use school facilities must complete an electronic application and submit it for approval by the principal or the principal’s designee of the school for which the facility use is requested. Upon approval by the principal, the request will be routed to the facilities use coordinator in the Knox County Schools (KCS) Maintenance Department. This coordinator will act as the Superintendent’s representative to ensure all policy and procedure requirements for use of the facility are met. Final approval or activation of any facility use request rests with the Superintendent or the facilities use coordinator.
- 2) Non-school related events may not be scheduled to take place except as stated in this procedure.
- 3) Applications must be submitted 15 business days prior to use to allow questions or deficiencies to be corrected prior to the date of use. .
- 4) A copy of the approved facility use application must be in the possession of the groups using the school whenever they are using KCS facilities. If the user is requested to show the document as proof that they have approval to use the facility, they must do so. If the document cannot be provided, they may be removed from school grounds.
- 5) In accordance with Board policy, proper insurance must be provided for any group applying to use KCS facilities.

- a) The insurance must have a rider listing Knox County Schools as an “additional insured” party.
  - b) The minimum liability coverage will be \$1,000,000.
  - c) The minimum property damage coverage will be \$100,000.
  - d) If insurance is for a one-time event, the location, date, and description of the event must be on the proof of insurance.
  - e) KCS will accept insurance that covers larger groups of users that meet for longer periods of time at one or more schools, provided that the minimum coverage applies individually to every event at every school listed.
  - f) Insurance is not required for school groups or for groups insured directly by Knox County or the State of Tennessee.
- 6) Proof of valid insurance must be provided prior to final approval of any application.
  - 7) The holder of an approved application to use school facilities may cancel the agreement by giving the Superintendent or designee at least 72 hours’ notice in advance of the date scheduled to be used. Otherwise, the group will be held responsible for the charges.
  - 8) The approved facility use application will be transmitted to the applicant via email.

**ADDITIONAL PROCEDURES FOR SPECIAL CIRCUMSTANCES**

- 1) It is not necessary for an application to be made to use school facilities for school-related activities. However, school related activities shall be properly scheduled using the SchoolDude application to ensure that conflicts in scheduling do not arise. School-related activities are defined in Board Policy E-130 (Community Use of School Facilities)
- 2) The Knox County Schools reserves the right to either cancel an event or offer a substitute facility to an applicant at any time. The Knox County Schools will not be responsible for any applicant costs due to such cancellation or change of venue.
- 3) KCS does not guarantee that KCS-owned lights, plumbing, or HVAC equipment will operate as expected by an applicant. KCS will not refund facility usage fees for minor inconveniences caused by broken equipment.
  - a) A mutually satisfactory reduction in the rental fee may be negotiated between the applicant and the Superintendent or his designee if inoperable KCS equipment caused a material disruption to a scheduled event.
  - b) Any labor or material costs incurred by KCS responding to a maintenance request by an applicant outside of normal working hours will be billed to the applicant and reimbursed to KCS along with the facility use fee.

**SUPERVISION OF APPROVED USE OF FACILITIES**

The principal or designated school employee shall be on duty when any KCS building is in use for any activity outside the normal school day. The Superintendent or designee may require additional staff as necessary depending on the size and activity of a group.

Payments to KCS employees will not be made directly by any group using KCS facilities. KCS employees will be paid through the KCS payroll system.

- 1) An application will not be approved if a suitable KCS employee is not able or willing to work the event outside of normal working hours.
- 2) The employee hourly fees (custodians, food service workers, security guards, etc) will be included as part of the Board-approved fee schedule. The principal will make the initial determination of how many and which types of employees are required for the event. The number and type of employee(s) will be listed on the application.
- 3) Normally, custodial fees will not be required for events that occur within the normal operational schedule of the facility as specified within policy E-130.
- 4) A custodian is required to be on-site for any event during non-working hours as follows:
  - a) If an outside area to be used requires access to a restroom in the main school building then a KCS custodian is required to be on-site for the duration of the event. The hourly cost of the custodian will be in addition to the facility use fee.
  - b) If the restroom to be used is in a field house, stadium, or other separated building, the group will be required to pay for a custodian to clean the facility for a minimum of one hour per day for every day used.
  - c) In all circumstances a principal can request more custodial hours to be charged based on the cleanliness of the group.
  - d) Only the Superintendent may waive or reduce the custodial requirement.
- 5) If a custodian assigned to a particular facility is not available, in coordination with the school's principal the KCS maintenance department will assign a custodian to work the event. Other classified and certified personnel assigned to the particular school may serve as building custodian for an event. These employees will be compensated based on the custodial rate as listed in the fee schedule. For non-custodial employees a facility use payroll form must be turned in to the facilities use coordinator by the first day of the month following the scheduled event.

### **PROCEDURE FOR PAYMENT**

- 1) School-related activities will not pay for the use of the facilities unless the activity places an unusual cost burden on KCS at the determination of the principal, the Superintendent or the Superintendent's designee. Sponsors of school-related activities will be responsible for any additional employee hours required to supervise the events.
- 2) All non-school groups shall pay to the Board of Education the approved facility use and supervision fee. The cost of the use of the facility will be the sum of the hourly rates for all areas of the building listed on the activated schedule.
  - a) If the number of hours actually used increases from that on the application, the user must include a letter specifying what hours were actually used.
  - b) The payment will be compared against custodial timesheets to make sure the proper number of labor hours and rental rates has been charged.
  - c) All checks shall be made payable to the Knox County Schools.
- 3) Payment timeline and late payments
  - a) For single occurrence events the payment for the event is due within two (2) weeks of receiving the invoice.
  - b) For events with multiple occurrences or events scheduled for an entire school year,

1 payments are required monthly for the actual use of the facilities during the month. The  
2 payment must be received within two weeks of the last day of use for a given month.  
3 Recognizing that holidays and weather will result in some event date adjustments, groups with  
4 recurring use are required to notify the facilities use coordinator if actual schedules differ from  
5 the application.

- 6 c) Any attempt to pay for fewer hours than those actually used could result in a cancellation of
- 7 the current application and could disqualify a group from using KCS facilities in the future.
- 8 d) Late payments may result in the cancellation of an application and a disqualification for future
- 9 KCS facility use at the discretion of Knox County Schools.

10  
11 **TERMS AND CONDITIONS OF USE WHILE IN SCHOOL FACILITIES**

12  
13 The holder of an approved application to use grounds, equipment, or space in a school building shall agree  
14 to observe the conditions of use:

- 15
- 16 1) To exercise care in the use of school premises and to use only designated areas as approved.
- 17
- 18 2) To be financially responsible for any damage arising from the occupancy of any portion of the
- 19 school premises.
- 20
- 21 3) To hold the Board of Education blameless for any claim, loss, or damage by reason of any act
- 22 on the part of the applicant or other members of the organization.
- 23
- 24 4) To properly supervise all activities
- 25
- 26 5) The use of alcoholic beverages, tobacco, drugs, profane language, or gambling in any form is
- 27 not permitted on school property.
- 28
- 29 6) The area of school building being used shall not have its means of egress blocked and Fire
- 30 Prevention Regulations shall be strictly observed.
- 31
- 32 7) Doors and windows of the school will not be propped open for any reason.
- 33
- 34 8) Applicants will adhere to all KCS policies and procedures, including all terms and conditions
- 35 of the school use application.
- 36

37 Failure to adhere to all KCS policies, procedures, rules, and regulations may impact future use of KCS  
38 facilities.





# Administrative Procedure

Category:	Procedure:	
<b>Business Management</b>	<b>Work Order Requests</b>	
Descriptor Code:	Issued Date:	Revised Date:
<b>AP-E-140</b>	<b>June 1997</b>	<b>October 2008</b>

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- A. To best serve our students and staff, KCSMO operates on a computerized work order request system. The principal (or those designated by the principal) are the only employees who can place a work order request. Work order requests are to be sent using our electronic web-based system; the system can be accessed at (<http://www.myschoolbuilding.com>), to submit a work order simply go to the website and follow the instructions.
- B. Please only "Call-In" work orders when they are true emergencies. All non-emergencies should be submitted online. "Emergencies" can be called in day or night: 865-594-3633. This phone is manned 24 hours a day. Once an "Emergency" is called in, there is no need to submit a work order through the website. School Maintenance will submit that work order request for you.

An emergency is defined as anything that might prevent or interrupt school from operating as scheduled, or may cause damage to school property (Example: No Air, No Heat, Water Leak, Gas Odor).



# Administrative Procedure

Category:	Procedure:	
<b>Business Management</b>	<b>School Security Division</b>	
Descriptor Code:	Issued Date:	Revised Date:
<b>AP-E-150-1</b>	<b>September 2020</b>	

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## ORGANIZATION AND FOCUS

The Knox County Schools shall maintain a School Security Division to support, enhance and coordinate the implementation of school safety and security policies, procedures and practices on all KCS campuses and locations where students conduct activities under the auspices of the Knox County Schools. The primary focus of the SSD shall be to provide for the physical safety and wellbeing of students, staff, faculty, and visitors to the Knox County Schools. A secondary focus will be the physical security of school facilities and equipment.

The KCS School Security Division shall be organized to provide, at a minimum, one highly trained, uniformed, armed School Security Officer for each campus. The SSD shall act as a liaison with all federal, state and local law enforcement and first responding agencies and shall specifically integrate activities with the Knox County Sheriff’s Office and the Knoxville Police Department to protect the life and physical wellbeing of all KCS staff and students.

The Chief of Security shall be appointed by the Director of Schools. The Chief of Security shall derive authority through the Director of Schools, policies of the Board of Education, Tennessee Code Annotated § 8-8-212 (a), and designated supervisory personnel within the Knox County Schools.

School Security Officers shall be under the immediate command of the Chief of Security and supervisory officers he has appointed within the SSD’s command structure. The SSOs shall have a coordinating and supporting relationship with school principals and school principals shall have the opportunity to submit comments annually to their officer’s performance evaluation.

## OPERATION

A. The School Security Division shall be the proponent for all school safety and security policies including but not limited to:

1. C-210 School Visitors
2. C-230 Bus Photograph/Video Retention and Viewing
3. C-231 Surveillance – Photograph/Video Retention and Viewing
4. E-120 Safety
5. E-122 Emergency Preparedness Planning and Training
6. E-123 Crisis Management
7. E-125 Explosives and Explosive Devices Threat
8. E -150 Security
9. E-160 Traffic and Parking Controls
10. J-200 Interrogations and Searches
11. J-201 Random Searches for Dangerous Weapons
12. J-220 Alcohol, Drug and Tobacco Use

1 13. J-230 Weapons and Dangerous Instruments

2 14. J-212 Student Conduct and Safe Relocation of Students

3  
4 B. Additionally, the Chief of Security shall promulgate and periodically review such general orders for  
5 school security officers as are necessary for the safe and efficient operation of the School Security  
6 Division.

7  
8 C. The SSD shall also promulgate a district security plan and collaborate with school administrators to help  
9 each school develop supporting school security plans that address the specific needs and issues  
10 encountered at each site. The SSD shall also annually coordinate a facility security assessment at each  
11 site under the control of the Knox County Schools.

12  
13 D. In coordination with the KCS Transportation Department and Transportation Safety Manager, the SSD  
14 shall employ an armed and uniformed Transportation Safety Officer who shall hold a CDL with both P  
15 and S endorsements. The TSO shall be responsible for developing and administering a safety check-ride  
16 program that will provide a ride along review for all school bus drivers at least once in every 18-month  
17 period.

18  
19 E. The SSD shall, in coordination with local law enforcement agencies, develop and implement a training  
20 program for new SSO recruits to ensure each recruit has the requisite skills to perform his or her duties  
21 prior to being assigned to a school.

22  
23 To ensure access to 24-hour communication and immediate response to after-hours events, the SSD shall  
24 operate a 24-hour a day, seven day a week dispatch center to coordinate activities among SSOs and between  
25 local law enforcement and first responding agencies.



Category:	Procedure:	
<b>Business Management</b>	<b>Key and Proximity Card Control</b>	
Descriptor Code:	Issued Date:	Revised Date:
<b>AP-E-150-2</b>	<b>July 2019</b>	

1  
2 This document establishes procedures governing the issuance, care and security of all keys (mechanical and  
3 electronic) provided to employees of the Knox County Schools. Physical security is the responsibility of all  
4 employees. Therefore this procedure is applicable to all employees, and exceptions to these procedures can  
5 only be made in writing by the Director of Schools.

6  
7 The Knox County schools uses both traditional mechanical keys and locks as well as electronic keys or  
8 proximity cards (prox cards). Access to and responsibility for both types of keys (mechanical and electronic)  
9 will be treated similarly, and employees issued either type of key will be responsible for securing the keys  
10 at all times and ensuring that they are neither loaned nor shared with anyone. Keys will not be left unattended  
11 or in an unsecure location, and individuals who lose control of keys may be held liable for the cost of actions  
12 required to mitigate the loss or the security risk associated with the loss.

13  
14 **ISSUING AUTHORITY AND GUIDELINES**

15  
16 The Director of Maintenance and Operations, with the advice and counsel of Principals and the Chief  
17 Operating Officer, will authorize the issuance of individual keys to personnel where a need for access to the  
18 area in question can be demonstrated.

19  
20 The district locksmith will be responsible for issuing mechanical keys as approved by the Director of  
21 Maintenance and Operations. The locksmith will maintain a detailed record of all keys issued and a  
22 complete inventory of all keys on hand. Administrators and district level staff personnel will sign for their  
23 keys directly from the district locksmith. Keys will not be passed from outgoing to incoming personnel.  
24 All departing administrators or district level personnel will return keys directly to the locksmith for reissue  
25 to newly assign personnel.

26  
27 Teachers will generally be issued keys to their individual classrooms or other areas of the school for which  
28 they hold direct responsibility (i.e. athletic facilities, store rooms and administrative or common areas).  
29 Principals, assistant principals and head custodians will generally be issued building level master keys.  
30 District Maintenance and administrative personnel may be issued grand master keys based on their need for  
31 access to facilities.

32  
33 **BUILDING LEVEL KEYS**

34  
35 School principals and site administrators will sign for key sets for their sites from the district locksmith on  
36 form MO-146. They will in turn be responsible for issuing the keys to individual users by completing form  
37 MO-146 and the retaining a copy of each completed form at the site until the keys are returned. These keys  
38 will receive a 100% inventory at least annually and at any time administrators are reassigned. Outgoing  
39 administrators should coordinate with the Maintenance Department the return of their assigned keys for  
40 proper reassignment. When administrators are reassigned, the locksmith will jointly inventory all keys with  
41 the incoming and outgoing administrators and all discrepancies will be resolved. If the outgoing  
42 administrator is not available to conduct the inventory, the Director of Schools will appoint a disinterested

1 party to represent the outgoing administrator. After the inventory is complete, the key sets will then be  
2 issued to the new administrator and the new administrator will be responsible for issuing to all building level  
3 users. Individuals with unassigned/unauthorized keys will have those keys confiscated.  
4

5 **LOST OR STOLEN KEYS**

6  
7 Any person losing a key(s) must notify the school principal immediately to ensure against the compromise  
8 of the system. Notification shall be made by telephone or in person and followed up by completing a "Key  
9 Request, Control and Approval Form."  
10

11 **REPLACEMENT COSTS**

12  
13 Interior / Classroom Keys --The cost for replacement of the mechanical classroom/interior key is \$10.  
14 Payments can be sent through interoffice mail to the Maintenance and Operations Department. No cash will  
15 be accepted.  
16

17 Building Master / Exterior Keys - Upon receiving notice of a compromised area due to lost or stolen keys,  
18 the Director of Schools may require the following or other actions that may be determined appropriate  
19 actions:  
20

- 21 1. Replacement of all affected cores
  - 22 2. Re-issue of keys to open the new cores
  - 23 3. Invoicing the responsible individual for the total materials cost for affected cores
- 24

25 In extreme circumstances, the Director of Schools may act to reduce the loss or cost to an individual  
26 employee. Any mitigation of cost to the employee shall be detailed in writing and provided to the Director  
27 of Maintenance and Operations for proper archiving.  
28

29 **PROXIMITY CARDS**

30  
31 Proximity cards may be issued to any employee who has a need to access a facility. Unlike keys, proximity  
32 cards can be programmed to provide access only on specific days at specific times. Employees needing  
33 proximity cards will be assigned a card with a predetermined access profile that most closely meets their  
34 needs.  
35

36 School Principals or the Principal’s designee will be responsible for managing proximity cards of staff  
37 members assigned to the school with the exception of custodial, food service and security personnel. (The  
38 Executive Director of School Nutrition, the Chief of Security and the Director of Maintenance and  
39 Operations, will be responsible for managing proximity cards for their assigned personnel) This includes  
40 performing an annual inventory and insuring that cards are properly assigned and issued to staff members.  
41 In addition to cards assigned to specific staff members, building level principals (or their designee) may  
42 request a quantity of “substitute cards” that may be issued to substitute teachers on a daily basis to facilitate  
43 their movement about the school. Schools with portable classrooms may receive a quantity of “hall pass”  
44 cards to be requested by and issued at the discretion of the Principal. Systemwide staff members having  
45 responsibilities in three or fewer schools will be issued a card for each location. Systemwide staff members  
46 with responsibilities at great than three school will be issued a single card with systemwide travel access.  
47 These cards must be requested by the first director in the staff member’s chain of supervision.  
48  
49  
50

1 Individual school staff members shall annually be issued proximity cards, and they will confirm receipt of  
2 the cards by signing for them on an inventory or property receipt register provided by the Knox County  
3 Schools Maintenance and Operations Department.

4  
5 Proximity cards will be relinquished by staff members at the end of each school year. Principals will receive  
6 an inventory sheet issued by Maintenance and Operations to be signed by each staff member as he or she  
7 returns the card for summer break. Principals will be able to notate on the form the staff members who will  
8 be retaining their cards during the summer due to instructional or administrative needs.

9  
10 At the beginning of each school year, proximity cards will be reissued to returning staff members. The  
11 Maintenance and Operations Department will provide each school principal a Fall Proximity Card  
12 acceptance form upon which each returning staff member will confirm receipt of their card. Cards belonging  
13 to staff members who are no longer employed with the Knox County Schools or who have changed work  
14 locations may be reassigned to any current staff member in need of a card. If reassigning a card, mark  
15 through the listed name and assigned number on the Fall Prox Card acceptance form and enter the re-  
16 assigned card on one of the blank lines provided at the end of the form. The first name, last name, facility  
17 code and card number must be entered on the blank line and the person receiving the card must sign  
18 accepting responsibility for the card. If a card is reassigned to someone who had a card that was lost or  
19 stolen, they will need to pay a \$10 replacement fee.

20  
21 If there are extra cards not to be re-assigned, note next to the card name that it is an extra card and secure  
22 the card. These cards will be deactivated until they are reassigned to future staff. Do not destroy any cards.  
23 All cards are electronic and can be reprogrammed.

#### 24 25 **Reporting Lost or Stolen Cards:**

26 Please notify the Maintenance and Operations Department by calling 594-3635 or by emailing  
27 [securityaccess@knoxschools.org](mailto:securityaccess@knoxschools.org) immediately. Once notified, the card will be deactivated to prevent  
28 unauthorized access. If the card is found before a replacement card is issued the card can be re-activated.  
29 Once a replacement card is issued no refund will be provided for the cost of a replacement card. The cost to  
30 replace a card is \$10. Payments can be sent through interoffice mail to the Maintenance and Operations  
31 Department located at 900 E. 5th Ave. Checks and money orders should be made out to Knox County  
32 Schools. Cash will not be accepted.

#### 33 34 **Reassigning and Requesting Additional Cards During the School Year**

35 To reassign or request additional cards, school principals must email [securityaccess@knoxschools.org](mailto:securityaccess@knoxschools.org). and  
36 request the appropriate action including the new employee's first name, last name, card number and access  
37 level (see options below). Once the card has been reassigned in the database, a receipt form will be sent to  
38 the school for that employee to sign accepting the card.

39  
40 Level 1-24 Hour – 7 Days a week

41 Level 2-18 Hour – 7 Days a week- Access from 6:00 am-12:00 am

42 Level 3-14 Hour – 7 Days a week- Access from 6:00 am- 8:00 pm

43  
44 18 hour and 24-hour access cards should only be issued to personnel who have access to arm/disarm the  
45 security system. There are a limited number of slots for users to have security codes. Using these prox cards  
46 does not disarm the security system.



# Administrative Procedure

Category:	Procedure:	
<b>Business Management</b>	<b>Traffic and Parking Controls</b>	
Descriptor Code:	Issued Date:	Revised Date:
<b>AP-E-160</b>	<b>August 2001</b>	

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Any changes in traffic or parking patterns should be coordinated with the transportation and security departments. (Refer to E-170, page 1, lines 1-5.)

Category:	Procedure:	
<b>Business Management</b>	<b>Student Transportation Management</b>	
Descriptor Code:	Issued Date:	Revised Date:
<b>AP-E-170</b>	<b>June 1997</b>	<b>October 2008</b>

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**School Site Traffic Control**

The principal of each school shall develop and implement a plan to ensure maximum vehicular and pedestrian safety for the 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. (Refer to E-160, lines 1-6.) If feasible, the principal should avoid placing alternative buses in the regular bus loading zone since it causes a significant delay for the regular buses and other campus traffic.

**Students' Items on Bus**

Students may carry school-related items on the bus such as projects, band instruments, etc. that can be safely secured by the student and do not create a threat of danger to the occupants on the bus and do not impede passenger movement. The following guidelines should be followed when securing students' items on the bus:

- Nothing can be placed in the bus aisle. The aisle must remain a clear passageway from the front to the rear of the bus.
- Nothing can be placed under the bus seats.
- Nothing can be placed against the emergency exits.
- No live animals shall be transported on the bus. Animals can be easily excited, which could create an unsafe situation for the driver.

In addition, no item(s) identified by the base school as inappropriate or disallowed by the school shall be transported on the bus (e.g. yo-yo's, laser lights, skateboards, etc.).

**Student's Electronic Devices**

Radios, tape players, video games, and other "hand-held" electronic devices can be taken on the bus IF the student has written documentation allowing such a device from his or her IEP-team, 504 committee, or teacher with the principal's approval. All devices must be used only with ear/head phones and be turned off when requested by the bus driver.

**Student Medications**

Students needing to take medication during the school day must consult with the school principal, the school nurse, or the teacher to get the proper instructions for the medications to be administered to the student at school. When a student requires medication on the bus or at school, the following procedures should be followed:

1. The parent must package the medication needed by the student for that day ONLY. The child's name and his or her teacher's name should be clearly labeled on the package. Directions for the administration of the medication should also be included.
2. The parent must notify the school principal or his or her designee that the child's medication is



1 being delivered by the school bus.

2 3. The parent must give the medication package to the bus driver to transport to the school.

3 4. The principal or his or her designee must make arrangements to receive the medication package  
4 from the bus driver. Drivers cannot leave the bus while other students are on board.

### 6 **Alternate School Phone Numbers**

7 Building level administrators should make available to bus operators phone numbers other than the school's  
8 main line. It is necessary to have communication with the school in emergency situations and in the event a  
9 child cannot be located or is present on the wrong bus.

### 11 **Video Tapes on School Buses**

12 Video tapes may be utilized to help verify the safety and security of students, drivers, bus equipment, and  
13 other motorists. If a reported bus incident occurs where there is a tape, then that tape should be given to the  
14 principal for review. If the principal feels that an unsafe activity or a criminal violation has occurred, then  
15 School Security shall be notified to review the tapes. In the event criminal charges are to be placed, the tape  
16 becomes evidence and should be treated as such. The video equipment and taped images are property of the  
17 Knox County Schools.

### 19 **School Bus Safety Drills**

20 School bus safety drills should be an important part of every school's master safety plan. Students, parents,  
21 staff, emergency personnel, bus drivers, and community members each have important roles and should  
22 have a clear understanding of their roles in the event of an emergency involving a school bus. The following  
23 items are recommended by the Transportation Department:

- 25 • The emergency plan should be in writing.
- 26 • Specific information and descriptions should be made for each member of the safety team.
- 27 • Parents should receive a copy of the emergency plan.
- 28 • Parents and community members should be notified of practice drills.
- 29 • Staff and other adults should practice all drills before including any students.
- 30 • School bus evacuation procedures should be demonstrated and/or rehearsed for all students.
- 31 • All students could view appropriate school bus safety video(s) early each school year.

### 33 **School Bus Accidents**

34 When a bus accident occurs, the school that the bus serves has the following duties:

- 35 1. Verify the accident with the Transportation Department.
- 36 2. Activate the Safety Response Team (SRT).
- 37 3. The principal or his/her designee should report to the accident scene with a cell phone.

### 39 **Safety Response Team (SRT)**

- 40 1. Select and train Safety Response Team (SRT) members.
- 41 2. Activate the SRT.
- 42 3. Designate team members to remain in school and man telephones AND team members to go  
43 immediately to the site with the principal if possible.
- 44 4. Distribute a list of students assigned to the bus if available.

### 46 **School-Site Duties**

- 47 1. Pull emergency cards of the students and call those parents who can be reached.
- 48 2. Man all office telephones.
- 49 3. Assign one member to line left open for calls from the accident site. Make thorough notes on each  
50 call received from the bus site personnel and keep the notes on file.

4. Upon return to school, provide guidance and counseling services to students and/or parents.

### **Accident-Site Duties**

1. Take cellular phones.
2. Principal or designee and staff members will work under the direction of the Incident Coordinator (designated by 911).
3. Gather students in a safe area when instructed and provide comfort and care.
4. Take roll and ensure students are not removed from the site by parents or anyone else without permission of the Incident Coordinator.
5. Keep media away from students.
6. Designate a member to write down the names of each student sent to the hospital.
7. Maintain continuous communication with the school.
8. Collect student belongings for return to school.

### **Post-Accident Duties**

1. Verify with the Transportation Department that transportation arrangements have been made for remaining students.
2. Prepare a list of students with full names, home addresses, and parents' names for the police report.
3. Refer all questions regarding the accident to the Superintendent or the Communications Department (594-1902).
4. Prior to the next school day, the principal or designee should check on all injured students.

### **Audio/Video Media on the Bus**

The contractor is responsible for ensuring that his or her employee does not allow inappropriate broadcasted or recorded media to be played on school bus equipment while students are on board. This applies when the driver is transporting students to and from school on a regular route and when transporting students to school-related events. At all times, the driver must use caution when selecting channels and/or other media for listening and/or viewing on radios, tape/CD players, video-players, etc. on the bus. Controversial, profane, or explicit programs such as Mancow, Phil and Billy, or other inappropriate live or recorded media are not allowed on the bus.

### **Specific Accommodations, Modifications, and Other Support Strategies**

The principal and case manager are responsible for making sure the contractor and/or driver is informed of specific accommodations, modifications, and other support strategies that must be provided for the child in accordance with the IEP.

### **Student Misconduct on School Bus**

School bus drivers must immediately report any student misconduct to the principal of the student's school. To do this, drivers must complete a School Bus Incident Report when a student misbehaves. Drivers must complete the entire form and give it to the principal; the principal must send it in to the Transportation Department. The driver is to keep the goldenrod copy for his/her records.

### **Drivers Not Authorized to Suspend Students from Bus**

The suspension of a student from riding the school bus shall follow the same procedures as for any other school suspension. Thus, drivers do not have the authority to suspend a pupil from transportation privileges.

### **Student Suspension Applies to All Buses**

Principals should not suspend a student from one bus for disciplinary reasons and place that student on another bus before the suspension has been served except as required by state and/or federal regulations.

1 However, a principal may utilize another bus for diagnostic time periods if the student's interest will benefit  
 2 from such a temporary placement.  
 3

#### 4 **Discipline Appeals**

5 The principal or his or her designee will investigate and determine any consequence to impose when a  
 6 student violates school bus rules. Only the principal or his or her designee may reduce or suspend a student's  
 7 bus-riding privileges. Appeals relating to a reduction or suspension of bus privileges must be initiated by  
 8 the parent/guardian at his or her child's base school with the administrator assigning the consequence. This  
 9 appeal must occur on or before five (5) school days following the parents' notification of the incident. Any  
 10 appeals of transportation decisions or procedures relating to a reduction or suspension of bus privileges shall  
 11 be made in the following order:  
 12

- 13 1. Principal or his or her designee assigning specific consequence
- 14 2. Transportation lead router
- 15 3. Transportation Supervisor
- 16 4. Disciplinary Hearing Authority
- 17 5. Assistant Superintendent for Administrative Services
- 18 6. Superintendent
- 19 7. Knox County Board of Education

#### 20 **Field Trip Bus Service Providers**

21 The principal or his/her designee is responsible for arranging transportation for all field trips under his or  
 22 her supervision. He or she must select providers with equipment approved by the Superintendent. It is  
 23 recommended that schools use Knox County Schools bus contractors assigned to provide regular  
 24 transportation services within their high school zone. However, the principal may use any provider with  
 25 appropriate certifications based on his or her specific needs. The principal is responsible for payment of  
 26 transportation providers arranged at the school level.  
 27  
 28

#### 29 **Field Trip Interference with Regular Route**

30 School buses that are used for off-campus trips must be available for their regularly scheduled, contracted  
 31 bus routes or arrangements must be made by the owner for the "extra" bus to be available for the scheduled  
 32 routes - and on time! Principals should not request or encourage regular route modifications to accommodate  
 33 conflicting field trip schedules.  
 34

#### 35 **Cost of Services for Field Trips**

36 "When students pay the cost of a bus, a commercial carrier, or a privately-owned vehicle arranged by the  
 37 school, the rate will be negotiated by the owner and the principal".  
 38

#### 39 **Chartered Bus Service**

40 A school can charter bus service for a short-term lease on a Federal Approved Manufactured Coach. This  
 41 includes one day or multiple day trips and must be for a special event (i.e. Huntsville Space Center,  
 42 Chattanooga Aquarium, Colonial Williamsburg, etc). Regularly scheduled events or routes are not included.  
 43 For all trips outside of Tennessee, only buses and drivers that are U.S. Department of  
 44 Transportation (DOT) certified can be used. The coach or tour bus must meet the following specifications:  
 45

- 46 • Steel or similar material used for framing
- 47 • Emergency windows, doors, or hatches with approved glass
- 48 • Fire extinguishers and first aid kits identified with marked locations
- 49 • All seats and luggage secured
- 50 • Luggage carried in a separate compartment

## 1 **Verifying Safety Inspection and Insurance**

2 Prior to the departure of any charter or bus service arrangement made by an individual school, it is the  
3 responsibility of the principal or his/her designee to verify that the following information is completed and  
4 on file in the school office:  
5

- 6
- 7 • A copy of the most recent safety inspection for the specific vehicle(s) being used to transport students
- 8 • An insurance binder describing coverage amounts that meet the five million dollar liability ICC  
9 Requirement

## 10 **Field Trip Seating Arrangements**

11 When working with principals and/or teachers planning the off-campus field trip, the bus driver should offer  
12 seating plan advice. Following are the guidelines for seating on off-campus trips:

### 13 Trips under 100 Miles Round-Trip

14 Buses should transport no more than two persons per seat for middle and high school and three persons, per  
15 seat for grades kindergarten through five.

### 16 Trips Over 100 Miles Round-Trip

17 On trips that exceed one hundred miles round-trip, students of all grades should never sit more than two  
18 to a seat for comfort and safety.  
19

## 20 **Special Education Buses ON Field Trips**

21 On special education buses, students should ride no more than two to a seat.  
22

## 23 **No Standees on Field Trips**

24 NO passenger is allowed to stand on an off-campus trip.  
25

## 26 **Vehicles to Accommodate Special Needs Students on Field Trips**

27 Students who require a bus with specific equipment to be transported to and from school should have the  
28 same equipment on all school-related field trips. Every effort should be made to include student peers on  
29 the required vehicle with the special needs student. Public Law 93-113, Section 504 declares, “no student  
30 may be deprived of an off-campus trip on the basis of disability”. The teacher requesting a trip shall comply  
31 with the law by arranging accommodations for the special needs (lift bus; assistance with feeding, toileting;  
32 interpreter for the deaf, etc.) of qualified disabled students. The principal approving the trip shall ascertain  
33 that the appropriate accommodations have been made.  
34

## 35 **Student Behavior on Field Trips**

36 All field trips are an extension of the school. Therefore, students are expected to behave the same as they  
37 are at school. Students are also expected to display appropriate behavior while being transported to off-  
38 campus sites. As on regular routes, students must obey all bus rules. The driver should be sure to enforce  
39 posted bus rules, the special rules that apply to off-campus trips regarding the storage of student’s items on  
40 the bus. It is the trip organizer’s (Knox County Schools staff member’s) responsibility to assist the driver’s  
41 enforcement of the bus rules on these trips for the safety of all who are involved. However, the driver must  
42 keep in mind that some students and/or the planners of off-campus trips may not be fully aware of the bus  
43 rules.  
44

## 45 **Student Items on Bus During Field Trips**

46 Any items brought on the bus (luggage, sleeping bags, ice chests, picnic items, etc.) must be adequately  
47 secured in the bus seats. Belting/webbing that is used to secure these items must be of sufficient strength to  
48 hold them in place on the bus seat. Absolutely nothing can be placed in the bus aisles or in front of the  
49  
50

1 emergency door; this is state and federal law. No specific rule exists for the exact placement (front or back  
2 seats) of items that are secured in the seats. However, securing items on the back seats and seating students  
3 in the front part of the bus allows for better supervision of riders. The safety of the students will depend  
4 upon how well (and correctly) the items have been secured. Ideally, the best arrangement that can be made  
5 when transporting items with students on an off-campus trip is to solicit volunteers who will take equipment  
6 and other items in their private cars or trucks.

7  
8 **Use of Vans for School-Related Events**  
9 Under federal law, any motor vehicle designed to carry more than 10 persons is classified as a bus. A  
10 passenger van does not offer the same level of safety to its occupants as a certified school bus. In a crash,  
11 the risk of injury or fatality is significantly increased for occupants of a vehicle not meeting the Federal  
12 Motor Vehicle Standards for school buses. Van type equipment shall not be used for transporting students  
13 for instruction off-campus trips, athletic events, and other school approved functions.

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Category:	Procedure:	
<b>Business Management</b>	<b>Scheduling and Routing</b>	
Descriptor Code:	Issued Date:	Revised Date:
<b>AP-E-171</b>	<b>June 1997</b>	<b>October 2008</b>

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**NOTIFICATION OF ROUTE CHANGES**

Drivers and contractors cannot change a bus route or add or delete stops unless the change has been approved by the Transportation Department. The Transportation Department will approve all changes, and implementation of the changes.

**STUDENT’S REQUEST TO CHANGE BUS STOP**

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 (E-171, lines 3, 27-30). The driver should only drop students off at their assigned stops. However, the student's principal may approve the student to ride a different bus or use another bus stop if the following requirements are satisfied:

1. The student has written approval from a parent or guardian.
2. The principal believes the request is justified.
3. The change does not result in overloading/overcrowding a bus.
4. The bus does not have to make an extra stop.
5. The permission for a student to ride a non-assigned bus is limited to a temporary basis (E-171, lines 3, 26-30).

The principal should send a note to the driver indicating that the student has permission to use a different bus or stop. If a student tells a driver of alternate plans while still on school or adjacent property (and the child has lost the note or left it in his/her classroom), the bus driver should ask a teacher or other staff member to verify with the school office whether such a note exists. This process may cause a slight delay, but the primary objective is the child going to the stop designated by the parent and approved by the principal.

**ELIGIBILITY, BUS ROUTE, OR BUS STOP APPEALS**

Any appeals of transportation decisions or procedures regarding eligibility, stops, routes, and other daily operation practices shall be made in the following order:

1. Principal
2. Transportation lead router
3. Transportation Supervisor
4. Assistant Superintendent for Administrative Services
5. Director of Schools
6. Knox County Board of Education

1  
2 **PARENT RESPONSIBILITY ZONE APPEALS**  
3

4 No provision is included in board policy for a PRA appeal. The Transportation Department will complete  
5 multiple measurements using maps and site visits upon request of parent or guardian.  
6

7 **PARENT RESPONSIBILITY ZONE VERIFICATION**  
8

9 Parent responsibility zone verification is determined by the Transportation and Zoning Department. The  
10 principal or his/her designee should request verification from the Transportation Supervisor if specific  
11 clarification is desired.  
12

13 **PARENT RESPONSIBILITY ZONE ENFORCEMENT**  
14

15 Enforcement of the PRZ is the responsibility of the principal. The bus contractor or driver should notify  
16 the principal if students are suspected to reside within the PRZ. The contractor or driver cannot direct  
17 students to not ride the bus.  
18

19 **BUS FAILS TO RUN**  
20

21 In the event that a bus is inoperable, the contractor is obligated to inform the Transportation Department  
22 immediately of the service failure. The contractor or contractor's driver shall notify the Transportation  
23 Department and the principal(s) of all school(s) impacted if an assigned (contracted) bus is not to run its  
24 scheduled route on any school day.  
25

26 **DOCUMENTATION OF BUS STOP CONCERNS**  
27

28 Principals or their designees should document all parent complaints and offer to investigate options  
29 regarding a student's route between his or her home and the bus stop. Parents should be urged to  
30 determine and review with their child specific means and route path between the bus stop and his or her  
31 home. Principals are encouraged to contact the Transportation Supervisor with suggestions or possible  
32 route or stop modifications that would enhance student safety.  
33

34 **STUDENT DISCOVERED ON WRONG BUS**  
35

36 If a child should get on a wrong bus, and the driver is unaware of it, upon discovery of the child, the  
37 following procedure should occur:  
38

- 39 1. The driver should call the school on the required communication device to communicate the  
40 discovery and to notify the building level administrator that the bus will be returning the child to  
41 the school.
- 42 2. In the event no school personnel are available, the driver should call the Transportation Department  
43 at 594-1550. In the event the lines is busy, one of the Transportation Department emergency cell  
44 numbers 388-5046 or 388-5631 should be used.
- 45 3. The building level administrator or his/her designee should alert the parents that the child is being  
46 returned to the school and finalize the plans for transporting the child home.
- 47 4. The driver of the bus should notify the Transportation Department that the child is okay and explain  
48 how the situation is being resolved.  
49  
50

## **CHILD DID NOT GET OFF BUS AT HIS OR HER DESIGNATED STOP**

If a child's parent/guardian contacts the school system because the child cannot be located following the school bus arrival, the following procedure should occur:

1. The party receiving the call should notify the building level administrator where the child and bus are assigned and relay the information.
2. In the event no school personnel are available, the party receiving the call should call the Transportation Department.
3. The building level administrator should contact the Transportation Department.
4. The building level administrator should check the school for activities the child may be attending. Also, he or she should question staff, students, and others regarding any information related to the student's departure from school or possible whereabouts.
5. The driver of the bus should be notified by the Transportation Department to see if the child was or is still on the bus.
6. The Transportation Department and/or the building level administrator should contact School Security if the student is not located in a timely manner. School Security will determine when outside authorities should be contacted for assistance.
7. When the child is located, all parties previously contacted to assist in finding the child should be called by the Transportation Department or building level administrator.

## **HOME STOPS**

Knox County Schools transports an array of students with an array of needs. Bus stops and routes are determined by the Transportation Department lead routers with the assistance of the bus drivers as described in Board policy. Stops, including a stop at the child's residence, with special accommodations may be recommended as part of a student's related services. However, any and all accommodations must be described in detail and approved by the child's IEP-team.

## **STUDENT SUPERVISION WHEN BUS RETURNS TO HOME**

Most handicapped students who ride alternative buses require adult supervision at home. The parent or legal guardian is responsible to inform the school system whether or not his or her child can be left without supervision. Forms are available from the bus driver to indicate a child may be left without supervision.

## **STUDENT SUPERVISION NOT PRESENT AT HOME**

Many problems occur when a pre-school or special needs student who requires supervision is brought home in the afternoon, and no one is there to receive him or her. When a child's parent or other caretaker is not present, the following procedures should occur:

1. The bus driver will wait three (3) minutes. If supervision does not arrive, the driver will contact the Transportation Department and will continue his or her route. The Transportation Department will maintain a phone log of all instances and their outcomes. The driver should return to the former stop again after delivering students to the next area of the route.
2. If supervision is still not present, the driver or the Transportation Department will contact the school to inform the principal or his or her designee that there is no one at the student's residence, and the student is being returned to the school. The principal or his or her designee will then supervise the returned student and locate the parents.



1 3. If the principal or his or her designee is not at the school, the driver or Transportation Department  
2 will contact the parents by phone (either at home or work). If the parents cannot then be located,  
3 the Transportation Department or the principal will contact Knox County Schools Security for  
4 assistance in securing protective care for the student until the parents are located.  
5

6 **PRE-SCHOOL STUDENTS ON REGULAR BUSES**  
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8 Pre-school program students should not use regular bus services without specific written permission from  
9 the Transportation or Pre-school Supervisor.  
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# Administrative Procedure

Category:	Procedure:	
<b>Business Management</b>	<b>Contracted Bus Service</b>	
Descriptor Code:	Issued Date:	Revised Date:
<b>AP-E-172-1</b>	<b>June 1997</b>	<b>October 2008</b>

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**CONTRACTORS' DAILY TRANSPORTATION MANAGEMENT**

The contractor is the primary initiator of the transportation program for the Knox County Board of Education. The contractor is an independently established business desiring to provide pupil transportation services to Knox County students. The contractor determines all equipment and supplies necessary to meet his or her contractual agreement with the Knox County Board of Education. The contractor is responsible for hiring qualified and certified drivers to operate his or her buses and monitor his or her employees to ensure all routes are operated safely in a timely fashion and that relationships with students and parents remain appropriate. Further, contractors and their employees are expected to maintain a satisfactory working relationship with all school personnel.

**PRINCIPALS' DAILY TRANSPORTATION MANAGEMENT**

The school transportation department program shall be monitored daily by the principals and the Transportation Department and subjected to periodic evaluations by them as necessary (E-170, line 4). Therefore, a principal or teacher must be on the school grounds when the first bus arrives, and at least one teacher must remain after the close of the school day until all buses depart. Larger schools may require more than one teacher to supervise bus pupils.

**TRANSPORTATION DEPARTMENT'S DAILY MANAGEMENT**

Along with the contractors and the principals, the Transportation Department monitors the daily operation of the school transportation program for the Knox County Board of Education. In order to monitor the program properly, the Transportation Department may request specific information from contractors related to their provided service agreement. Information from individual schools may be requested for submittal in order to complete required reports or other projects and/or procedures. In addition, the Transportation Department conducts a continuous evaluation of the program and submits necessary information to the Superintendent and the Board of Education upon request.



# Administrative Procedure

Category:	Procedure:	
<b>Business Management</b>	<b>Duties and Qualifications of Bus Drivers</b>	
Descriptor Code:	Issued Date:	Revised Date:
<b>AP-E-172-2</b>	<b>June 1997</b>	

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If the driver is in violation of the policy and/or does not maintain a working relationship with school personnel, the principal or his/her designee will inform the transportation office.



# Administrative Procedure

Category:	Procedure:	
<b>Business Management</b>	<b>Duties of Driver Assistants</b>	
Descriptor Code:	Issued Date:	Revised Date:
<b>AP-E-172-3</b>	<b>June 1997</b>	

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If principal or designee has knowledge of anyone other than the driver and eligible students on board, the bus contractor should be notified, as well as the Transportation Department.



# Administrative Procedure

Category:	Procedure:	
<b>Business Management</b>	<b>Use of Privately-Owned Vehicles</b>	
Descriptor Code:	Issued Date:	Revised Date:
<b>AP-E-173</b>	<b>June 1997</b>	<b>October 2008</b>

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Privately-owned vehicles may be used for off-campus trips if all policy requirements are met, including personal insurance requirements. Privately-owned school buses and drivers of such shall meet all requirements of state law and Tennessee State Board Rules, Regulations, and Minimum Standards.

Category:	Procedure:	
<b>Business Management</b>	<b>School Nutrition Program Charges</b>	
Descriptor Code:	Issued Date:	Revised Date:
<b>AP-E-191</b>	<b>September 2019</b>	

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2 Students unable to pay for meals at the time of meal service are allowed to charge breakfast and lunch.  
3 Students charging breakfast and/or lunch will receive reimbursable meals. Charging meals is a courtesy  
4 extended only to students, and a la carte (extra) items may not be charged.  
5  
6 Once a student has accrued unpaid meal charges of any amount, parents/guardians will receive a generated  
7 phone call, email, and/or text message through the school district's automated system. Once unpaid meal  
8 charges reach \$25.00, letters will be sent to the home address of the student's parent/guardian.  
9  
10 Unpaid meal charges are considered bad debt at the end of each current school year. The Director of  
11 School Nutrition compiles and reports all unpaid meal charges as bad debt to the Knox County Schools  
12 finance office for reimbursement from the General Purpose School Fund. Bad debt may be referred to a  
13 collection agent retained by Knox County Schools for such purpose. The Director of Schools has  
14 established in procedure a reasonable threshold for the level of debt to be referred for collection as  
15 follows:  
16     • Bad debt accrued by any student receiving free or reduced price meal benefits during the current  
17       school year is not referred for collection.  
18     • Bad debt, cumulatively by family, less than \$25.00 is not referred for collection.  
19     • Bad debt without prior written notification of unpaid meal charges to the household is not referred  
20       for collection.  
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# A d m i n i s t r a t i v e P r o c e d u r e

Category:	Procedure:	
<b>Business Management</b>	<b>Insurance Management</b>	
Descriptor Code:	Issued Date:	Revised Date:
<b>AP-E-200</b>	<b>June 1997</b>	

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Please see Descriptor Code D-190 regarding procedures for group health coverage and tax-sheltered annuities and Descriptor Code J-340 regarding group accident insurance. Per Negotiated Agreement, employees classified as certified are provided the group accident insurance by the Board of Education.



# Administrative Procedure

Category:	Procedure:	
<b>Business Management</b>	<b>Employee Accidents and Workers' Compensation</b>	
Descriptor Code:	Issued Date:	Revised Date:
<b>AP-E-201</b>	<b>June 1997</b>	<b>August 2001</b>

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- 1. Employee Accidents at school between 7:00 A.M. and 4:30 P.M.
  - A. To Report Custodial Accidents
    - 1) Call the Operations office at 594-3694.
    - 2) If unavailable, call the Employee Benefits Office at 594-1685.
    - 3) **File Employer's First Report of Work Injury Form (C-20) within twenty-four hours.**
  - B. To Report Food Service Accidents
    - 1) Call Food Service office at 594-3623.
    - 2) If unavailable, call Employee Benefits Office at 594-1685.
    - 3) **File Employer's First Report of Work Injury Form (C-20) within twenty-four hours.**
- 2. Employee's Accident at school after hours
  - A. To Report Custodial Accidents
    - 1) Call Custodial foreman.
    - 2) Call Employee Benefits Office at 594-1685.
    - 3) **File Employer's First Report of Work Injury Form the next business day at school office or Custodial office.**