

Category:	Procedure:	
Students	Attendance	
Descriptor Code:	Issued Date:	Revised Date:
AP-J-120	June 1997	January 2020

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42

A student may be absent, due to illness, no more than ten (10) days per school year with written parent excuse(s). Beyond ten (10) days per school year, a medical statement will be required.

Students should be in school for the full day. Release during school hours are only permitted in exceptional cases outlined in this Procedure and in Policies J-120 and J-170. A school principal may excuse a student from school attendance to participate in a non-school-sponsored extracurricular activity if the following conditions are met:

- a. The student provides documentation to the school as proof of the student’s participation in the non-school-sponsored extracurricular activity;
- b. The student’s parent, custodian, or other person with legal custody or control of the student, prior to the extracurricular activity, submits to the principal or the principal’s designee a written request for the excused absence. The written request shall be submitted no later than seven (7) business days prior to the student’s absence; and
- c. The principal or the principal’s designee approves, in writing, the student’s participation in the non-school-sponsored extracurricular activity.
- d. If a third party (non-parent) checks out a student from a school, the individual or organization must be placed on the contact list by a parent or guardian. If the third party is an organization, that organization must identify its representative(s). School employees/officials may request a photo identification or other proper verification of identity at any time. Parents/guardians are to be informed that placement on the contact list grants full access to checking a student in or out.

To address misuse or disruption, the principal may limit the number and duration of non-school-sponsored extracurricular activities for which excused absences may be granted to a student during the school year. Non-school-sponsored extracurricular activities includes, but is not limited to, courses in religious moral instruction (released time courses).

In addition to the basic requirements for all non-school-sponsored extracurricular activities, released time courses shall meet the requirements of:

- 1) No school funding for the program(s), other than de minimis administrative costs;
- 2) Released time courses/programs cannot take place on school premises; and
- 3) Student participation in released time courses/program must be voluntary. School officials are to remain neutral with regard to participation.

1 Consistent with Knox County Board of Education Policy, non-school-sponsored extracurricular activities
2 occurring on a regular basis as a class or course are limited to 45 minutes with travel time. If a student does
3 not adhere to the 45-minute time allotment, the absence will be unexcused. A student may not be excused
4 from a class in which subject matter is taught for which the State of Tennessee requires an examination for
5 state and federal accountability purposes.

6
7 The principal shall excuse no more than ten (10) days each school year for students participating in non-
8 school-sponsored extracurricular activities. Partial days are cumulative.

9
10 Knox County Schools
11 Attendance/Social Services Department Handbook
12 (*July 1995, 27 pages*)

13
14 Tennessee Department of Education
15 Student Membership and Attendance Procedures Manual
16 (*2018, 25 pages*)

17
18 Tennessee State Board of Education Policy 4.100

19
20 Zorach v. Clauson, 343 U.S. 306 (1952)

21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49

Category:	Procedure:	
Students	Compulsory Attendance	
Descriptor Code:	Issued Date:	Revised Date:
AP-J-122	June 1997	February 1999

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41

Knox County Schools
Attendance/Social Services Department Handbook
(July 1995, 27 pages)

Tennessee Department of Education
Student Membership and Attendance Accountability Procedures Manual
(September 1996, 60 pages)

Procedure:

1) The provisions of this law do not give a principal the authority to drop a child under the age of eighteen from the roll either temporarily or permanently. In any case where it seems desirable to do so, the principal shall complete the form, Compulsory School Attendance – Recommendation for Exemption (AD-103). In addition, the Exemption/GED agreement letter should be signed by the parent and the student and mailed to the Supervisor of Transfers.

2) The Superintendent will refer all such matters to the Board of Education, and the principal will be notified of the Board’s action as soon as possible. Under no condition is the principal to drop a pupil under the age of eighteen from the roll until the Executive Committee of the Board has recommended such action and the Board of Education confirms the recommendation.

For consistency, it is suggested we follow past practices as defined in the old policy handbook:

3) Any non-handicapped student who has attained the age of eighteen (18) and exhibits in any class or assigned location a pattern of absence, tardiness, or other conduct which is detrimental to his/her own learning or to the instruction of other students may be suspended by the Board of Education. Any identified handicapped student with an unacceptable attendance or conduct pattern may be referred by the principal to a multi-disciplinary team (M-Team) for recommendation. Before recommending suspension or referring to the M-Team, the principal shall first notify the parent in writing and allow the student a reasonable time to establish an acceptable record of attendance and conduct.

4) 08/96 - In an effort to meet the State Goal(s) for Dropout Rate of 10% at both the system and the individual school levels, the maximum number of dropouts for each school have been projected through the year 2000 (including exemptions from compulsory attendance). Upon reaching an individual school’s target number of dropouts, NO further exemptions will be signed and granted from the Board of Education.

(memo issued 04/05/95 on procedure)



Administrative Procedure

Category:	Procedure:	
Students	Home Schools	
Descriptor Code:	Issued Date:	Revised Date:
AP-J-130-1	June 1997	

1
2 Knox County Schools
3 Attendance/Social Services Department Handbook
4 (*July 1995, 27 pages*)
5
6 Tennessee Department of Education
7 Student Membership and Attendance Accountability Procedures Manual
8 (*September 1996, 60 pages*)
9
10 For consistency, it is suggested we follow past practices as defined in the old policy handbook: propose
11 required testing for all home schoolers upon entry to the Knox County School System / minimum
12 achievement standards for grade or ability placement.
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41

Category:	Procedure:	
Students	Granting Course Credit for Home School Students Entering a Knox County High School	
Descriptor Code:	Issued Date:	Revised Date:
AP-J-130-2	June 2008	

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41

I. Testing

- A. Home school students stating they have earned a credit in English, Math, science, social studies and wellness shall be administered a Knox County EOC in each specific course they are requesting credit be given.
- B. Home school students stating they have earned credit in a foreign language shall be administered the Knox County EOC for the highest level of language for which they are requesting credit be given. (Ex: A student stating they have earned a credit in French I and II will be given the French II EOC)

II. Credits

- A. All courses that do not require testing for which a home school student states they have earned credit will be granted and the grade for these courses will be taken from the home school transcript. The student must provide a copy of the program of studies, information as to how the course was accessed in addition to a copy of an official transcript from the home school registrar.
- B. Credits/grades for courses in English, math, science, social studies, and wellness shall be determined as follows:
 - 1. A student scoring 70 or above on the EOC for a course will be granted credit and the grade for the course will be taken from the home school transcript.
 - 2. A student scoring below a 70 but not lower than 60 on the EOC, may appeal to the school principal for consideration of credit/grade for the course. The principal may delay the decision he/she renders until the student has taken the next appropriate course in the academic discipline in the high school and base his/her decision on how well the student performed.
- C. Credits/grades for foreign language will be determined as follows:
 - 1. A student scoring 70 or above on the EOC will be granted credit for the course level of the EOC and any levels below it. (Ex.: A student taking the French II EOC and scoring a 70 or higher will be given credit in French II and French I) and the grade for the course(s) will be taken from the home school transcript.
 - 2. A student scoring below 70 on an EOC above the first year of the language will be given the opportunity to take the EOC for the next level down. If the student scores 70 or higher on the EOC for the next level down, credit will be granted for that level and the grade will be taken from the home school transcript. The same appeal process may be used for students scoring between 60 and 69 on a foreign language EOC.
- D. Students who have taken the Tennessee Gateway or EOC exams can submit their official scores for consideration of credit to the high school director.

42 E. Students who score between 50 and 59 may retake an EOC one time during the next testing window.

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48

III. Credits for Graduation

A. The counselor will only record on the student's transcript courses for which the student has been awarded credit.

B. The counselor will calculate the number of credits required for graduation by adding the number of courses attempted during the student's time in home school together with the four (4) courses for each semester they are enrolled in a Knox County High School and subtracting four (4) from that number. (Ex.: A student attempts seven (7) courses while in home school and enrolls in a Knox County High School at the beginning of his/her 10th grade year - $7+8+8+8=31-4= 27$ credits required for graduation.) Home school students must meet the minimum state course requirements to receive a high school diploma.

Category:	Procedure:	
Students	Homeless Students	
Descriptor Code:	Issued Date:	Revised Date:
AP-J-140	May 2003	April 2014

1
2 To ensure that homeless students have equal access to the same free appropriate public education as provided
3 to other students, the following shall apply:¹
4

5 Homeless students are individuals who lack a fixed, regular and adequate nighttime residence and include
6 the following:
7

- 8 1. Students who are sharing the housing of other persons due to loss of housing, economic hardship or
9 a similar reason; are living in motels, hotels, trailer parks or camping grounds due to the lack of
10 alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned
11 in hospitals; or are awaiting foster care placement.
- 12
- 13 2. Students who have a primary nighttime residence that is a public or private place not designated for
14 or ordinarily used as a regular sleeping accommodation for human beings.
- 15
- 16 3. Students living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train
17 stations or similar settings.
- 18
- 19 4. Migratory students who meet one of the above described circumstances.
- 20

21 **ENROLLMENT/PLACEMENT**
22

23 The district will consider the best interests of the student with parental involvement in determining whether
24 the student should be enrolled in the school of origin or the school that non-homeless students who live in
25 the attendance area in which the homeless student is actually living are eligible to attend. To the extent
26 feasible, and in accordance with the student's best interest, the student should continue his/her education in
27 the school of origin, except when contrary to the wishes of the parent or guardian. If the student is
28 unaccompanied by a parent or guardian, the homeless liaison will consider the views of the student in
29 deciding where the student shall be educated. The choice regarding placement shall be made regardless of
30 whether the student lives with the homeless parents or has been temporarily placed elsewhere.
31

32 The school selected shall immediately enroll the homeless student, even if the student is unable to produce
33 records normally required for enrollment, such as previous academic records, immunization records, proof
34 of residency or other documentation. However, the district may require a parent or guardian of the student
35 to submit contact information.
36

37 The district shall provide a written explanation, including a statement regarding the right to appeal, to the
38 homeless student's parent/guardian, or to the homeless student if unaccompanied, if the district sends the
39 student to a school other than the school of origin ("*school of origin*" is defined as the school that the student
40 attended when permanently housed or the school in which the student was last enrolled) or other than a
41 school requested by the parent or guardian.
42

1 If a dispute arises over school selection or enrollment in a school, the student shall be immediately admitted
2 to the school in which enrollment is sought, pending resolution of the dispute. The student or parent/guardian
3 shall be referred to the district homeless supervisor, who will carry out the dispute resolution process as
4 expeditiously as possible.

5 6 **SERVICES**

7
8 Each homeless student shall be provided services comparable to the services offered to other students in the
9 district including, but not limited to, transportation services; educational services for which the student meets
10 eligibility criteria, such as educational programs for disadvantaged students, students with disabilities and
11 gifted and talented students; vocational programs and technical education; school meals programs; preschool
12 programs; before- and after-school care programs and programs for students with limited English
13 proficiency. Homeless students will not be segregated in a separate school or in a separate program within
14 a school based on the student's status as homeless.

15 16 **TRANSPORTATION**

17
18 In the event that it is in the best interest of the homeless student to attend the school of origin, transportation
19 to and from school shall be provided at the request of the parent/guardian or, in the case of an unaccompanied
20 student, the homeless coordinator. If the student's temporary housing is outside the district of the school of
21 origin, Knox County will work with the school of origin to agree on a method to apportion the responsibility
22 and costs for transporting the student. If an agreement cannot be reached, the costs will be shared equally.

23 24 **RECORDS**

25
26 Any records ordinarily kept by the school, including immunization records, academic records, birth
27 certificates, guardianship records and evaluations for special services or programs of each homeless child
28 or youth shall be maintained so that appropriate services may be given the student, so that necessary referrals
29 can be made and so that records may be transferred in a timely fashion when a homeless student enters a
30 new school district. Copies of records shall be made available upon request to students or parents in
31 accordance with the Family Educational Rights and Privacy Act.

32 33 **COORDINATOR**

34
35 The Board will designate the individual to act as the district's homeless liaison.

36
37 The district shall inform school personnel, service providers and advocates working with homeless families
38 of the duties of the district homeless liaison. The homeless liaison shall ensure that:

- 39
40 1. Homeless students are identified by school personnel and through coordination activities with other
41 entities and agencies.
- 42
43 2. Homeless students enroll in, and have a full and equal opportunity to succeed in schools and in the
44 district.
- 45
46 3. Homeless families and students receive educational services for which such families and students
47 are eligible, including Head Start, and preschool programs administered by the district and referrals
48 to health care services, dental services, mental health services and other appropriate services.
- 49
50

- 1 4. The parents or guardians of homeless students are informed of the educational and related
2 opportunities available to their children and are provided with meaningful opportunities to
3 participate in the education of their children.
4
- 5 5. Public notice of the educational rights of homeless students will be disseminated where such students
6 receive services, such as schools, family shelters and soup kitchens.
7
- 8 6. Enrollment disputes are mediated in accordance with law.
9
- 10 7. The parent or guardian of a homeless student and any unaccompanied youth, is fully informed of all
11 transportation services, including transportation to the school of origin and is assisted in accessing
12 transportation to the school selected.
13
- 14 8. Unaccompanied youths will be assisted in placement or enrollment decisions, where views will be
15 considered and they will be provided notice of the right to appeal.
16
- 17 9. Students who need to obtain immunizations, or immunization or medical records, will receive
18 assistance.
19

20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44

45 Legal References:

- 46 1. McKinney-Vento Education Assistance Improvements Act of 2001 Subtitle B §§ 721-725.
47
48
49



Administrative Procedure

Category:	Procedure:	
Students	School Admissions	
Descriptor Code:	Issued Date:	Revised Date:
AP-J-150	June 1997	February 1999

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10
- 11
- 12
- 13
- 14
- 15
- 16
- 17
- 18
- 19
- 20
- 21
- 22
- 23
- 24
- 25
- 26
- 27
- 28
- 29
- 30
- 31
- 32
- 33
- 34
- 35
- 36
- 37
- 38
- 39
- 40
- 41

Recommended: Non-handicapped students – If they cannot graduate by age 20 upon reentry, refer to Center School, Adult Evening School, or GED.

Refer to Form: CI-228 Tennessee Child Health Record.

Knox County Schools, Early Entrance into Kindergarten and First Grade (Memo). Elementary Department.

Knox County Schools, Evaluation of Possibly Gifted Students for Early Entry to Kindergarten (Memo). Elementary Department.

Category:	Procedure:	
Students	Student Assignment	
Descriptor Code:	Issued Date:	Revised Date:
AP-J-151	June 1997	January 2002

1
2 Refer to State Law T.C.A. 49-6-3101(f), 49-6-3102, 49-6-3103 and State Department Memo of
3 Interpretation, February 25, 1986. (Authorizes the local Principal to assign students to grade level and
4 classes, based on their best educational judgment.) Central Office and School Administrators responsible
5 for implementation.
6
7 Knox County Schools, Guidelines for Placement of Students Age-Eligible to Enter First Grade. Elementary
8 Department.
9
10 **High School Assignment**
11
12 The criteria for placement of students in the secondary school program include the following:
13
14 1. Scholastic achievement and aptitude test data
15
16 2. Teacher recommendation
17
18 3. Scholastic grades and credits
19
20 4. Course offerings and competency requirements
21
22 5. Career goals of the student
23
24 6. Parent and student preference (as appropriate and realistic)
25
26 Within a period of ten (10) days, any student whose progress is not satisfactory or has been inappropriately
27 assigned, may revert to the preceding or appropriate course level based on teacher, guidance, and
28 administrative review. Parents may appeal this decision to the principal if they disagree.
29
30 Knox County Schools, Program of Studies for High Schools. High School Department.
31
32
33
34
35
36
37
38
39
40
41

Category:	Procedure:	
Students	Student Transfers within the System	
Descriptor Code:	Issued Date:	Revised Date:
AP-J-152	June 1997	October 2019

1
2 Refer to policy J-152.
3
4 **APPLICATION FOR GENERAL TRANSFERS**
5
6 Parents may apply for a student transfer during the application windows established under Board of
7 Education Policy J-152. Parents may apply for a Transfer as defined in J-152 in any of the following ways:
8
9 1. Complete an online transfer request using the application procedure provided on the Knox County
10 schools website at www.knoxschools.org. Complete the Knox County Schools form AD-102and/or
11 AD-102Magnet (available online) and turn it in at any Knox County school or the enrollment office
12 located in the Andrew Johnson Building at 912 South Gay Street, Room 103.
13
14 2. Mail a completed form(s) to the Knox County Schools Supervisor of Enrollment at Post Office Box
15 2188, Knoxville, TN 37901.
16
17 Parents will be afforded the opportunity to identify three schools to which they would like to transfer their
18 child. Every effort will be made, based on space available, to offer a transfer to one of the three identified
19 schools.
20
21 Throughout the transfer window, schools will weekly forward received transfer applications via school mail
22 to the Supervisor of Enrollment. The Supervisor of Enrollment will ensure that the requests are entered into
23 the appropriate data bases.
24
25 **TRANSFER APPROVAL PROCESS**
26
27 The Supervisor of Enrollment will provide a list of all transfer requests for students receiving services under
28 the Individuals with Disabilities Education Act to the Executive Director of Student Support Services for
29 review and approval prior to acting on the request.
30
31 The Supervisor of Enrollment will also provide a list of all students requesting transfer for academic course
32 of study to the appropriate grade level Executive Director for verification that the base school is unable to
33 offer a comparable course of study.
34
35 A. Once the above verifications have been completed, all requests for general transfer will be electronically
36 assigned a random number. School assignment will be made in order of the random number, within the
37 ordered priorities listed in section B below.
38
39 B. Priority for assignment will be those requests for transfer made -
40 i. by teachers to transfer their child to the school in which they teach
41 ii. by contract employees for their children
42 iii. by students who have a sibling presently enrolled at the requested school who will continue to be

1 enrolled in the year the requested transfer is effective. For purposes of this procedure, a sibling is
2 defined as a brother, sister, half-brother, half-sister, stepbrother, stepsister, or foster child living in
3 the same household.

4 iv. for continuation in the Project GRAD program

5 v. for pursuit of an academic course of study as described in paragraph D of this section

6 vi. for students enrolled in a school designated as a Priority School by the State of Tennessee

7 vii. for students not meeting any of the above criteria
8

9 Requests for transfer to the same school that are submitted for twins, triplets or other multiple birth siblings
10 will be treated as a single request and all these siblings will receive the same placement based on the
11 following assignment process.
12

13 C. While TCA provides for children of teachers to receive a transfer to the school where the parent is
14 employed, the Knox County Schools will attempt to extend this benefit as broadly as possible to all contract
15 employees. The Knox County Schools will generally attempt to grant employee's children transfer requests
16 to any school of their choice on a space available basis.
17

18 D. Before any placement of a student is made based on an employee request for transfer, the employee status
19 will be verified based on information maintained by the Knox County Schools payroll office.
20

21 E. Requests for transfer based on academic course of study will be considered only for a complete course of
22 study such as a two, three or four-year program of study that is not available at a base school or where the
23 base school is unable to offer a comparable course of study. Transfers requested for a single class do not
24 constitute a complete course of study.
25

26 F. As the number of transfer requests may exceed available capacity, transfer requests will be honored in
27 order of priority category based on the randomly generated number until capacity is reached. Students who
28 request a transfer, but are not granted any of their school choices due to limited capacity will compose a
29 waiting list. This list will be maintained until the first day of school. Individuals on the waiting list will be
30 offered transfers as space may become available in any of the three requested schools. Once an individual
31 on the waiting list is offered a transfer to any of their requested schools, their name will be removed from
32 the list and no further offers will be made.
33

34 G. Official notification of the status of a transfer request will be made in hard copy through the U.S. mail.
35 Official notification will be made not later than four weeks after the transfer window closes with the
36 exception of requests for transfer for students who will be in Kindergarten.
37

38 H. Projecting Kindergarten enrollments with a high degree of accuracy is extremely problematic. Therefore,
39 with the exception of those transfers identified as priority placement, Kindergarten transfers will be
40 processed and parent notified in the week prior to the beginning of school.
41

42 I. Where possible, e-mail and telephonic notification may be used to speed notification, but the official
43 notification will be via U.S. mail.
44

45 J. Transfers requested during the summer transfer window will be processed in the same manner as described
46 for all other general transfers. Priority placement transfers will be made and a randomly generated list will
47 be compiled of all other requests. If the randomly generated list is for transfers to a school with a previously
48 existing waiting list, this additional list will be appended to the end of the existing list.
49
50

TRANSFERS TO THE BEAUMONT MAGNET HONORS ACADEMY AND THE WEST HIGH SCHOOL INTERNATIONAL BACCALAUREATE PROGRAMME

Transfers to the Beaumont Magnet Honors Academy and the International Baccalaureate Programme at West High School are based on a student's abilities as demonstrated in a test administered by the school. Once all students requesting transfer have been tested, transfers will be granted based on space available. The same random process and waiting list procedure used for all general transfers will apply to the transfer requests for students who meet the established academic criteria.

APPEAL OF GENERAL TRANSFER ACTIONS

Policy J-152 establishes a protocol for appealing a transfer action. The appeal committee identified in this protocol will consist of three administrators not associated with the enrollment or transfer process, appointed in writing by the Director of Schools. One of the three will be appointed as committee chair. All requests for appeal will be forwarded from the enrollment office to the committee chair. The chair has the option to individually resolve the appeal if possible, or to convene the full committee for a review of the appeal.

REVOCAATION OF TRANSFERS

In cases where a student granted a transfer fails to maintain an appropriate academic, attendance and disciplinary record, the principal may make a formal written request to the Supervisor of Enrollment that the transfer be revoked. This request must detail actions that have been taken in an effort to address the academic, attendance and disciplinary needs and issues of the student. It should also indicate how the student might benefit from a return to the student's base school or placement in another educational setting.

The Supervisor of Enrollment (in consultation with the Director of Schools) and the Director of Schools are the only persons who may revoke an approved transfer.

CONTINUATION TRANSFERS

A continuation transfer may be granted to students who change residence to another school zone during a school year, and who request to remain at their current school.

Parents may request a Continuation Transfer by contacting the Knox County Schools Enrollment Office. If the enrollment office and the principal of the student's current school determine the student to be in good academic and disciplinary standing, the student may be granted a continuation transfer through the school's terminal grade with no transportation provided by the Knox County Schools.

The student must remain in good standing in order to retain the Continuation Transfer. The procedure for revocation of Continuation Transfers is the same as for General Transfers.

Continuation Transfers are not applicable to students whose zoned school may have changed due to a changed in enrollment zones approved by the Board of Education

Category:	Procedure:	
Students	Release During School Hours	
Descriptor Code:	Issued Date:	Revised Date:
AP-J-170	June 1997	October 2001

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41

Release during school hours – Under no circumstances is a student allowed to leave school during regular school hours unless the student has presented a proper written request from his/her parent or guardian to the principal and the principal approves the parent and/or guardian's request.

The student or parent/guardian must present the written request for early student dismissal to the principal or assistant principal before the beginning of the regular school day.

Written requests, presented to the principal, must include a telephone number where a parent/guardian can be reached for verification of the request for student's early dismissal.

The principal or assistant principal shall verify all written requests for student's early dismissal before approving the request.

No student shall be allowed to leave school solely on the basis of a telephone call. If a parent/guardian calls to make a request for a student to leave school, the parent/guardian must come into the school to verify that he/she has given permission for the student to leave school early, before the principal will allow the student to leave.

Early Student Dismissal for Hardship and Private Lessons. Please see School Board Policy "J-170".

Students involved in work-based learning programs may be allowed to have early release from school according to the procedures established for those programs under work-based learning guidelines.

Category:	Procedure:	
Students	Procedural Due Process	
Descriptor Code:	Issued Date:	Revised Date:
AP-J-181	June 1997	February 1999

1
2 Knox County Schools, Discipline Procedures Manual.
3
4 Read policy carefully and then:
5
6 1) The principal of the school is responsible for determining if a violation of the Board policy or school
7 rules and regulations has occurred and determining appropriate discipline in accordance with the due
8 process procedures. The principal may delegate to the assistant principal(s) his responsibility for discipline
9 matters and the duty to hear discipline matters under this process procedure with the consent of the
10 Superintendent. When a suspension of more than four (4) days is to be considered, and if the principal or
11 his designee holding the hearing is the sole person who has observed the violation, then another principal,
12 assistant principal or administrative personnel will be designated to determine if the student has committed
13 a violation and the appropriate discipline. (separate hearing officer from investigator)
14
15 2) If the student involved in a hearing is (a) a "handicapped" student as defined in TCA § 49-10-102 and
16 (b) a suspension of more than ten (10) days is recommended by the principal or the suspension would
17 result in more than ten (10) cumulative days of suspension for the student during the school year, then a
18 multi-disciplinary team will be scheduled to determine placement and to determine final disciplinary
19 action after the decision of the principal and before it is effective. (Reference GUIDE TO DISCIPLINE
20 UNDER 504 AND IDEA for procedure and flow chart.)
21
22 3) Procedure for Short-Term Suspension (four days or less)
23 If the initial hearing results in suspension of four (4) days or less, the principal shall notify the parent or
24 guardian of the suspension, of the cause of the suspension, and of any conditions necessary for the
25 student's readmission at the expiration of the term of suspension. The decision of the principal for a short-
26 term suspension shall be final and is not appealable above the school level. However, the parent may
27 request a review of the suspension record for procedural correctness. The request for review must be made
28 to the principal within five days after the parent learns of the suspension, and the parent must sign the
29 Request for Short-Term Suspension Review Form. The principal shall immediately forward the request
30 form to the Superintendent's designee, who shall conduct a review of the suspension record for procedural
31 correctness. The parent's request for review shall not delay the effective date of the suspension. The
32 Superintendent's designee, upon completion of the review, shall notify the principal and the parents of its
33 findings, which shall be to find the principal's procedures as either correct or incorrect. If the procedures
34 are found to be incorrect, the Superintendent's designee may declare the suspension void and direct the
35 principal to allow the student to make up any school work missed during the time of suspension. If a short-
36 term suspension is extended to five (5) or more days for the same violation, the procedure for long-term
37 suspension, including the parent's right of appeal, shall apply. Reference Student Discipline Flowchart
38 (CI-211).
39
40 4) Hearing procedures for Short-Term Suspension (four days or less)
41 a. The principal will inform the student of the violation and the substance of the information which
42 supports the finding of a violation by the student.

- b. The principal will allow the student to present the student's explanation of the events the principal has presented and to present the student's version of the incident.
- c. The principal will attempt to resolve any contradictions between the facts presented supporting the violation and the student's version of the incident. The principal will impose his disciplinary decision based on his findings of the more probable version of the facts.
- d. Following the hearing, if the principal determines that the student did not commit the violation alleged, or such violation does not warrant suspension, the student will return to class with any remedial action found warranted by the principal.
- e. Following the hearing, if the principal determines that the student did commit the violation(s) alleged and suspension of some type is appropriate, the student will be suspended for no more than four (4) days or shall be otherwise less severely disciplined, which may include in-school suspension for any period of time. The principal shall notify the parent or guardian of the out-of-school suspension, and of any conditions necessary for the student's readmission at the expiration of the term of the suspension.

5) Hearing procedure for Long-Term Suspension (more than four (4) days)

When the information received by the principal indicates a violation has been committed and the student involved and which, if proven, in the judgment of the principal, could justify a suspension for more than four (4) days, the principal shall notify, in writing, the student and reasonably attempt to notify orally or in writing the student's parents or guardians of the specific violations and facts which, if proven, would justify the suspension. The notice shall also contain the date, time, and place of a hearing to determine if a violation has occurred and the proper disciplinary action. The hearing shall be set at the discretion of the principal, but not less than twenty-four (24) hours from the notification of the student. The hearing may be held at an earlier time than that set in the notice upon the joint agreement of administrator and parent.

- a) At the hearing the principal shall consider the information which supports the finding of the violation by the student together with any information presented to the student to establish no involvement or violation or to deny, explain, or to justify the student's conduct. This hearing shall not be governed by formalized rules, evidence, or procedure, but will be conducted in a manner that insures a fair and complete opportunity to be heard.
- b) At the hearing the student, parents, or any legal counsel for the parents or student shall be allowed to attend and the principal may allow any staff member or other person to attend all or part of the hearing if they can provide facts or assistance to determine if a violation has occurred or the proper disciplinary action.
- c) At the hearing, in addition to providing the student the information indicating a violation has occurred, if the student denies the facts or events constituting a violation, then any staff member observing such facts shall, at the student's request, personally relate the facts observed with the student present at the hearing and the student or counsel shall be allowed to ask the staff member about the facts observed.
- d) The principal will attempt to resolve any contradictions between the information presented supporting the violation and the student's version of the incident. The principal shall impose his disciplinary decision based on his view of the more probable version of the incident.
- e) Following the hearing, if the principal determines that the student did not commit the violation alleged, or that out-of-school suspension is not appropriate, the student will return to class with any appropriate remedial action, including in-school suspension, if the principal deems appropriate.
- f) Following the hearing, if the principal finds that the student did commit the violation(s) alleged, the student will be suspended for a definite period of time or otherwise disciplined as determined appropriate by the principal.
- g) If the principal determines in his discretion that it is necessary for school discipline or because of

1 the nature of the alleged violation, a student may be placed in in-school suspension pending a
2 hearing under this section or an M-Team meeting (refer to Discipline under 504/IDEA manual for
3 process).
4

5 6) Suspension of more than Ten (10) days

6 If the principal suspends the student for a period in excess of ten (10) days or recommends expulsion, the
7 principal shall immediately refer the case to the Disciplinary Hearing Authority for action on his findings.
8 The Disciplinary Hearing Authority will confirm the recommendation and report of the principal without
9 further hearing unless a request for appeal is filed by the student or parent. Within five (5) days of the date
10 the principal renders his decision the parents or the student must notify the principal in writing of their
11 intention to appeal to a hearing before the Authority. A hearing, if requested, shall be held no later than ten
12 (10) school days after the beginning of the suspension.
13

14 7) Hearing before the Disciplinary Hearing Authority

- 15 a) The Disciplinary Hearing Authority's decision will be the final appeal. The notice of the time and
16 place of the hearing shall be given in writing to the student/parent and principal by the
17 Disciplinary Hearing Authority.
18 b) At the Disciplinary Hearing, the Hearing Authority shall consider the information which supports
19 the findings of a violation by the student together with any information presented by the student to
20 establish lack of the student's involvement or no violation of the policy or rules or to deny,
21 explain, or justify the student's conduct. This hearing shall not be governed by formalized rules of
22 evidence or procedure, but will be conducted in a manner that insures a fair and complete
23 opportunity to be heard.
24 c) At the hearing, in addition to providing the student the information indicating that a violation has
25 occurred, if the student denies the facts or events constituting a violation, then any staff
26 member observing any such facts shall, at the student's request, personally relate the facts
27 observed with the student present at the hearing and the student or counsel shall be allowed to ask
28 the staff member about the facts observed.
29 d) At the hearing the student, parents, or any legal counsel for the parents or student shall be allowed
30 to attend and the Authority may request any staff member or other person to attend all or part of
31 the hearing if they can provide facts or assistance to determine if a violation has occurred or the
32 proper disciplinary action.
33 e) A written record of the proceedings including a complete transcription of the facts and the reasons
34 supporting the decision shall be made by the Disciplinary Hearing Authority. The student or
35 principal within five (5) days of the Authority's decision may request review by the Board of
36 Education.
37

38 8) Hearing before the Board of Education

- 39 a) The Board of Education, based on a review of the written record, may grant or deny a request for
40 a Board hearing and may affirm or overturn the decision of the Hearing Authority with or without
41 a hearing before the Board. Whether based on the optional hearing or on the written transcript the
42 decision of the appeal by the Board of Education shall be made at an open meeting of the Board of
43 Education. The Board may not impose a more severe penalty than that imposed by the
44 Disciplinary Hearing Authority without first providing an opportunity for a hearing before the
45 Board.
46 b) If the Board of Education grants a hearing, notice of the place and time of the hearing shall be
47 given to the parent and principal by the Board of Education.
48 c) At the Board of Education Hearing the Board shall consider the information which supports the
49 findings of a violation by the student together with any information presented by the student to
50 establish lack of the student's involvement or no violation of the policy or rules or to deny,

1 explain, or justify the student's conduct. This hearing shall not be governed by the formalized
 2 rules of evidence or procedure , but will be conducted in a manner that insures a fair and complete
 3 opportunity to be heard.

4 d) At the hearing, in addition to providing the student the information indicating a violation has
 5 occurred, if the student denies the facts or events constituting a violation, then any staff member
 6 observing any such facts shall, at the student's request, personally relate the facts observed with
 7 student present at the hearing and the student or counsel shall be allowed to ask the staff member
 8 about the facts observed.

9 e) At the hearing the student, parents or any legal counsel for the parents or student shall be allowed
 10 to attend and the Board may require any staff member or other person to attend all or part of the
 11 hearing if they can provide facts or assistance to determine if a violation has occurred or the
 12 proper disciplinary action. The Board of Education may issue subpoenas for attendance of any
 13 witness at the Board hearings provided by State Law.

14 9) Suspensions Occurring in the last ten days of a term

15 In the event the suspension occurs during the last ten (10) days of any term, the student may be
 16 permitted to take such final examinations or submit such required work as are necessary to complete the
 17 course of instruction for that term, subject to the action of the principal, or the final action of the Board of
 18 Education upon any appeal from an order of a principal continuing a suspension.
 19

20 10) Rights of Appeal

21 a) The right of review will be explained to the parents and/or student at the time the principal and/or
 22 Disciplinary Hearing Authority renders his/its disciplinary decision and a copy in writing on the
 23 approved form will be given to the student and/or parent. An appeal of the principal's or
 24 Disciplinary Hearing Authority's decision shall be made by notifying the principal or Disciplinary
 25 Hearing Authority in writing within five (5) days of the date after disciplinary decision. If the fifth
 26 day falls on a non-staff day, then the last day to appeal shall be the next school staff day or the
 27 fifth day after the last regular school day of the year, whichever occurs first.

28 b) No request for appeal taken under the provisions of Knox County policy shall have the effect of
 29 staying, postponing or otherwise delaying the effective date of the suspension imposed by the
 30 principal and/or Hearing Authority, except for handicapped students (refer to 504/IDEA manual
 31 for instruction).
 32

33 11) Dangerous or Disruptive Students

34 Students whose presence in school poses a continuing danger to persons or property or represents
 35 an ongoing threat of disrupting the academic process may be immediately removed from school prior to a
 36 hearing. The principal shall, as soon as practical, notify the student and parent/guardian of a disciplinary
 37 hearing to be held in accordance with Knox County Board policy.
 38

39 12) SUGGESTED FACTORS OF CONSIDERATION IN DISCIPLINARY PROCEEDINGS:

40 In determining the appropriate discipline for a student at a hearing, the following factors with the
 41 information about the incident and the student's previous history may be, but are not required to be,
 42 considered:
 43

44 a) The nature of the offense.

45 b) Interpretation of policy is left to the discretion of the principal. Common sense and what is
 46 considered as "being reasonable" is strongly recommended.

47 c) The age of the student.

48 d) The level of awareness of the student and any developmental aspects of the student that could be
 49 significant.

50 e) Any physical or medical conditions which could have a significant influence on the student's

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49

- actions.
- f) The prospects for rehabilitation of the student.
- g) The nature and kinds of intervention strategies which would benefit the student and/or family and school and community resources which could provide the needed services.
- h) Are you consistent in your practices?

Category:	Procedure:	
Students	Discipline Procedure	
Descriptor Code:	Issued Date:	Revised Date:
AP-J-190	June 1997	October 2003

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41

Reference Policy Handbook:

- 1) MISBEHAVIORS: LEVELS I, II, III, IV (Policy Handbook – J-190)
 - a) examples are NOT an exclusive listing
 - b) under Disciplinary Procedures: (add to the same line as follows: Disciplinary Procedures are, but not limited to:)
 - c) under Disciplinary Procedures it is to be understood that listing is not in sequential order
 - d) omit (simple) from Fighting
 - e) add the word Assault under Fighting
 - 2) Additional Guidelines
 - a) A student MAY (shall not) be suspended (solely) because charges are pending against him/her in juvenile or other court (reference #12 TCA 49-6-3401, 07/01/95)
 - b) student to be admitted (felony charge discovered); principal may follow with suspension/expulsion in reference to TCA 49-6-3401
 - 3) Refer to J-193 Student Suspensions for process
 - 4) Zero Tolerance – refer to J-194
- Principal responsible for implementation.
- Knox County Schools, An Administrator’s Guide to Discipline Under 504 and IDEA. Supplementary Student Services Department.
- Knox County Schools, Discipline Procedures Manual.

Category:	Procedure:	
Students	Student Suspensions	
Descriptor Code:	Issued Date:	Revised Date:
AP-J-193	June 1997	October 2003

- 1
- 2 A student may be suspended by the principal, principal-teacher or an assistant principal from school
- 3 attendance, from attendance at any school related event (on or off-campus), from attendance at a specific
- 4 class or classes (in-school suspension) or from riding a school bus for good and sufficient reasons.
- 5
- 6 1. Unless the student's continued presence in the school, class or school-related activity presents an
- 7 immediate danger to the student or other persons or property, no principal shall suspend any student until
- 8 that student has been advised of the nature of his misconduct, questioned about it, and allowed to give an
- 9 explanation.
- 10
- 11 2. Upon suspension of any student (in-school suspension in excess of one (1) day), the principal shall
- 12 make an immediate attempt to contact the parent or guardian to inform them of the suspension. The
- 13 student shall not be sent home before the end of the school day unless the parent or guardian has been
- 14 contacted.
- 15
- 16 3. If the initial hearing results in suspension of four (4) days or fewer, the decision of the principal for a
- 17 short-term suspension shall be final and is not appealable above the school level. However, the parent may
- 18 request a review of the suspension record for procedural correctness.
- 19
- 20 4. The principal shall notify the parent or guardian and Superintendent or designee in writing:
- 21 a. Of the suspension and the cause for it; and
- 22 b. A request for a meeting with the parent or guardian, student and principal, to be held as soon as
- 23 possible, but no later than five (5) days following the out of school suspension.
- 24
- 25 5. Immediately following the scheduled meeting, whether or not attended by the parent or guardian
- 26 or student, the principal shall determine the length of the suspension and set conditions for
- 27 readmission. If the principal determines the suspension is long term, the principal shall develop and
- 28 implement a plan for correcting the behavior when the student returns to school.
- 29
- 30 6. If at the time of the suspension the principal determines that an offense has been committed which,
- 31 in the judgment of the principal, would justify a suspension for more than five (5) days, he may
- 32 suspend the student unconditionally for a specified period of time or upon such terms and conditions as are
- 33 deemed reasonable.
- 34
- 35 7. The principal shall immediately give written or oral notice to the parent or guardian and the student
- 36 of the right to appeal the decision to suspend for more than five (5) days. All appeals must be filed,
- 37 orally or in writing, within five (5) days after receipt of the notice and may be filed by the parent or
- 38 guardian, the student or any person holding a teaching license who is employed by the school system if
- 39 requested by the student.
- 40
- 41 8. The appeal from this decision shall be to the Board of Education or to a disciplinary hearing authority
- 42 appointed by the Board. The hearing shall be held no later than ten (10) days after the beginning of the

1 suspension. The notice of the time and place of this hearing shall be given in writing to the parent or
 2 guardian and student by the disciplinary hearing authority.
 3

4 9. After the hearing, the disciplinary hearing authority may:

- 5 a. Order removal of the suspension unconditionally;
- 6 b. Order removal of the suspension upon such terms and conditions as it deems reasonable;
- 7 c. Assign the student to an alternative program;
- 8 d. Assign the student to a night school; or
- 9 e. Suspend the student for a specified period of time.

10
 11 10. A written record of the proceedings, including a summary of the facts and the reasons supporting
 12 the decision, shall be made by the disciplinary hearing authority. The student or principal may within five
 13 (5) days of the decision request review by the Board.
 14

15 11. After a review of the record, the Board may affirm the decision of the hearing authority, modify the
 16 decision to a lesser penalty, or grant a hearing before the Board.
 17

18 12. After the hearing, the Board may affirm the decision of the hearing authority or modify the decision
 19 in any manner, including imposing a more severe penalty than that of the hearing authority.
 20

21 13. Students who are absent because of out-of-school suspension will be allowed to make up missed
 22 assignments. (Policy JB) If the suspension occurs during the last ten (10) days of any term or semester, the
 23 student shall be permitted to take such final examinations or submit such required work as necessary to
 24 complete the course of instruction for that semester, subject to conditions prescribed by the principal.
 25

26 14. Students under suspension from one school in the school system cannot enter another school in
 27 the system.
 28

29 Fighting – punishment is subject to, but not limited to:

30
 31 1) First offense: minimum suspension of four (4) days
 32

33 2) Second offense: suspension up to ten (10) days
 34 Policy carry over to graduation
 35

36 3) Third offense: Level VI Behavior / ten (10) or more days
 37

38 Policy carry over to graduation.
 39

40 Action may be applied at any Level (I, II, III, IV)
 41

42 Tobacco: Refer to J-220
 43

44 Reference Location of School Laws List for TCA citations (see Reference Section)
 45

46 Procedures for In-School and Out-of-School Suspensions:
 47

48 1) Refer to Flow Chart
 49
 50

- 1 2) Step back and examine every case (let common sense and what is considered reasonable judgment
2 prevail)
- 3
- 4 3) Be CONSISTENT in HOW you apply the rules
- 5
- 6 4) Due Process ALWAYS takes place / Make a distinction between the Investigator and the Hearing
7 Officer in every case.
- 8
- 9 5) Discipline of Disabled Students: Refer to Guide to Discipline under 504 and IDEA for process
10 and direction
- 11
- 12
- 13
- 14
- 15
- 16
- 17
- 18
- 19
- 20
- 21
- 22
- 23
- 24
- 25
- 26
- 27
- 28
- 29
- 30
- 31
- 32
- 33
- 34
- 35
- 36
- 37
- 38
- 39
- 40
- 41
- 42
- 43
- 44
- 45
- 46
- 47
- 48
- 49

Category:	Procedure:	
Students	Zero Tolerance Expulsions	
Descriptor Code:	Issued Date:	Revised Date:
AP-J-194	October 2003	

- 1
2 A student who commits a zero tolerance violation is subject to expulsion from school for a period of not
3 less than one calendar year except that the Superintendent may modify the expulsion on a case by case
4 basis. TCA 49-6-3401(g)
5
- 6 1. Unless the student's continued presence in the school, class or school-related activity presents an
7 immediate danger to the student or other persons or property, no principal shall suspend any student until
8 that student has been advised of the nature of his misconduct, questioned about it, and allowed to give an
9 explanation.
10
- 11 2. Upon suspension of any student, including suspension until a hearing to which parent(s) is invited
12 to attend may be scheduled, the principal shall make an immediate attempt to contact the parent or
13 guardian to inform them of the suspension. The student shall not be sent home before the end of the school
14 day unless the parent or guardian has been contacted.
15
- 16 3. If the initial hearing results in suspension of four (4) days or fewer pending the discipline hearing
17 and subsequent recommendation for expulsion, the decision of the principal for a short-term suspension
18 shall be final and is not appealable above the school level. However, the parent may request a review of
19 the suspension record for procedural correctness.
20
- 21 4. The principal shall notify the parent or guardian and Superintendent in writing:
22 a. Of the suspension, the cause for it, and the possibility of a recommendation for expulsion under
23 zero tolerance; and
24 b. A request for a meeting with the parent or guardian, student and principal, to be held as soon as
25 possible, but no later than five (5) days following the out of school suspension.
26
- 27 5. At the scheduled meeting, whether or not attended by the parent/guardian or the student, the principal
28 shall state that the suspension will continue until the principal's recommendation for expulsion under zero
29 tolerance may be acted upon.
30
- 31 6. The principal shall immediately give oral and written notice to the parent or guardian and the
32 student of the right to request an appeal as to the guilt or innocence of the student and shall inform
33 them that:
34 a. The Superintendent may, on a case-by-case basis, modify the length of the expulsion; and
35 b. All cases will be reviewed for possible modification.
36 c. All cases will be reviewed to determine whether the student shall be removed from school
37 attendance at the location where the violation occurred or removed from school attendance
38 altogether. In addition, the principal shall provide forms for the parent/guardian, the student, or
39 any person designated by the student to give written information related to the event. Such
40 documents must be submitted to the Office of the Superintendent within five days of the hearing
41 with the principal.
42

1 7. The Superintendent may modify the length of the expulsion or he may uphold the recommendation
2 of the principal for expulsion for a calendar year. The decision of the Superintendent shall be final
3 except that the Board may grant a review if requested by the parent or the student but such review
4 shall be limited to consideration of guilt or innocence only. The review shall be based on the summary of
5 records from the principal's hearing, the modification review, and such additional evidence as the Board
6 may deem admissible.

7
8 8. For those appealing the guilt/innocence of the student, the appeal must be filed within five (5) days
9 after receipt of the notice and may be filed by the parent/guardian, the student or any person designated by
10 the student. This appeal shall be to the disciplinary hearing authority appointed by the Board. The hearing
11 shall be held no later than ten (10) days after the beginning of the suspension. The notice of the time and
12 place of this hearing shall be given in writing to the parent or guardian and student by the
13 disciplinary hearing authority. Students who have engaged in behavior prohibited by zero tolerance shall
14 be considered for the alternative school program. The Superintendent shall make a determination
15 regarding alternative educational services. The Superintendent's decision shall be based on the summary of
16 records from the principal's hearing, the alternate educational services review, and such additional
17 evidence as the Superintendent may deem admissible. (Refer to Board Policy J-281)

18
19 9. After the hearing, if the disciplinary hearing authority finds the evidence adequate to support the
20 guilt of the child, a request for modification by the Superintendent may be made as outlined in
21 numbers seven and eight above or a request for review may be made within five (5) days to the Board for
22 a judgment of guilt or innocence.

23
24 10. If the Board finds the student guilty of the offense, the one calendar year expulsion shall stand,
25 although a request for modification by the Superintendent may be made as outlined in numbers seven and
26 eight above.

27
28 11. The Superintendent shall report to the Board monthly on modifications requested and dispositions
29 of such requests.

30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49

Category:	Procedure:	
Students	Interrogations and Searches	
Descriptor Code:	Issued Date:	Revised Date:
AP-J-200	June 1997	February 1999

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42

Knox County Schools, Discipline Procedures Manual.

For consistency, it is suggested we follow past practices as defined in the old policy handbook: Prior to taking action, the principal should post notices that school lockers and vehicles parked on school grounds are subject to search.

This policy recommendation applies to situations in which contraband drugs may be contained in an unspecified school locker or a vehicle located within a specified area of the school building or grounds. The principal may request a controlled sweep search of the identified area by trained drug detecting dogs. The request shall be made to a Knox County Schools security officer within an expedient time frame that will allow a timely response. The sweep search shall be conducted according to the following prescribed guidelines:

1. The principal shall be in charge, and the personnel handling the dogs shall operate under the principal's jurisdiction while on schools grounds.
2. The principal and dog handlers shall follow procedures intended to maintain a true chain of evidence while at the same time protecting the physical safety and due process rights of students and school personnel.
3. The principal shall recommend a time for the sweep search, giving consideration to the optimum time for detecting the contraband drug with minimum disruption to the school operation. When the time is set, Knox County School Security shall alert school personnel specifically assigned in the search.
4. School personnel and/or security officers may be used to block access to the search area by students and other unauthorized persons during the time devoted to the sweep.
5. Dog handlers shall work the dogs as rapidly as practical up and down the area of lockers or vehicles in the secured areas. Any locker or vehicle that is identified as containing illegal drugs shall be marked. Upon completion of the sweep the dog handling team will exit the school property, and school personnel shall stand by the marked locker or vehicle until the principal completes the next step.
6. The principal shall summon the student responsible for the identified locker or vehicle, if said student is known and on the premises, and request the student to open the door. If refused by the student, or if the responsible student is unknown or not on school premises, the principal may forcibly enter the locker or vehicle.
7. If contraband is found, the principal shall document it as to locker number or vehicle license number, the name of the student assigned to the locker or operating the vehicle, the time and date, the location of the contraband in the locker or the vehicle, what the contraband is believed to be, and how is it packaged. The contraband will then be placed in a clear bag and marked with the time, date, student's name, school and

1 finder's initials. The school security officer shall then take the evidence to the State Toxicology Laboratory
2 for testing and identification.
3

4 8. Upon confirmation of the illegal nature of a substance located under these procedures, the principal will
5 proceed according to the Board's due process policy (J-181) if disciplinary action is to be taken. Also
6 reference Board policy regarding Zero Tolerance and possession (J-194 & J-190).
7

8 (Refer to guideline on notifying Knox County Security.)
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49

Category:	Procedure:	
Students	Random Searches for Dangerous Weapons, Drugs and Drug Paraphernalia	
Descriptor Code:	Issued Date:	Revised Date:
AP-J-201	December 2020	

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41

It is the goal of Knox County Schools to provide a safe learning environment free from dangerous weapons, drugs and drug paraphernalia.¹ The use of these items in our greater community is at a life or health threatening level and, therefore, random searches are necessary to protect the student body.²

All vehicles, lockers other storage areas, containers, packages and their contents brought onto the school property by students or visitors are subject to search for weapons, drugs and drug paraphernalia.³ Random searches will be conducted in a manner no more intrusive than necessary to achieve the goal of preventing drugs, drug paraphernalia, firearms, and other dangerous weapons in schools.

As stated in Board of Education policy J-201, random personal searches of students may be conducted on school campuses by the use of walk-through metal detectors or handheld magnetometers.⁴ Officers of the Knox County Schools Security Division shall conduct any and all random searches adhering to the following guidelines:

1. The search shall be scheduled in advance with the school principal and approved by the Director of Schools.
2. The search will be supervised by a sergeant or more senior supervisor assigned to the School Security Division. A school administrator, designated by the principal, will also be on hand to assist as may be required.
3. The search will be conducted by an appropriate number of security officers to ensure all activities are complete prior to the scheduled start of the school day.
4. The search shall be videotaped for an archived record that is maintained for one calendar year.
5. The school's assigned School Security Officer will not directly participate in the search but may advise the search team with respect to school specific expectations and protocols.
6. Based on the volume of students entering the school building, a random number of students will be searched.
7. The sergeant or senior supervisor in charge of the search will determine the random number of students to be searched (i.e. every 4th, 6th or 10th student etc.) This random number can change throughout the search based on the ebb and flow of students entering the building – the more students the fewer that are searched.
8. The randomly selected students shall be searched using either a walk through or a handheld magnetometer, asked to empty pockets and their backpacks or other book bags shall be searched.

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49

At the completion of the search, the sergeant or other supervisor in charge shall report any findings to the school principal or the principal’s representative. The Chief of the Security Division shall report any findings and the number of students search to the Chief Operating Officer and the Director of Schools.

Legal References:

1. T.C.A. § 49-6-4203(a).
2. T.C.A. § 49 -6-4203(e)(2).
3. T.C.A. § 49-6-4204(a).
4. T.C.A. § 49-6-4207.

Category:	Procedure:	
Students	Use of Tobacco	
Descriptor Code:	Issued Date:	Revised Date:
AP-J-220	June 1997	

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41

Refer to policy.

Always provide for due process.

For consistency, administrators agree that the following discipline be imposed:

- 1) First offense: Minimum suspension of two (2) days
- 2) Second offense: Minimum suspension of four (4) days
- 3) Third offense: Long term suspension recommended of five (5) or more days.

Offenses do not carry over to the next school year.

If school administrators have reasonable, educationally sound alternative programs for tobacco cessation, they may utilize them.

Knox County Schools, Discipline Procedures Manual.

Category:	Procedure:	
Students	Use of Personal Communication Devices in School	
Descriptor Code:	Issued Date:	Revised Date:
AP-J-240	June 1997	

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41

Refer to policy.

Always provide for due process.

For consistency, administrators agree that the following discipline be imposed:

- 1) First offense: return collected items to parent/guardians.
- 2) Second offense: minimum suspension of two (2) days (forfeiture of communication devices).
- 3) Third offense: minimum suspension of two (2) days (forfeiture of communication devices).
- 4) Continuation of suspension process with parental meetings upon readmission to school.

Category:	Procedure:	
Students	Bus Conduct	
Descriptor Code:	Issued Date:	Revised Date:
AP-J-250	June 1997	February 1999

- 1
- 2 1. Principal or designee may use students for information in an investigation. However, the use of student
- 3 monitors on a bus related to student conduct will not be allowed. (Reference TCA)
- 4
- 5 2. Procedure needed for misconduct reported by parents or other students.
- 6 A. Request that parent or student make a report in writing (i.e. Parent Communication Form and/or
- 7 Student Witness Statement).
- 8 B. Principal or designee conduct investigation (including the bus driver). Thoroughly document
- 9 process.
- 10
- 11 3. Principal or designee should follow disciplinary code sheet on the school bus incident report form (AD-
- 12 T-203) for all infractions and provide the bus driver with the goldenrod copy with results of referral.
- 13 Principals and contractors should establish a procedure for communicating bus misconduct information.
- 14 Reporting of misbehavior and results should be done in a timely manner (within 3-5 days). If a special
- 15 education student is involved in misbehavior in which an M-Team is required to determine manifestation,
- 16 principals should note on Form AD-T-203 disciplinary action taken will depend upon conference outcome.
- 17 Principal should refer to bus incident form with "conference decision" and provide a copy to the bus driver.
- 18 (Note to principals: this "conference" is only if an M-Team meeting is necessary. However, it is a violation
- 19 of the law to identify the students as handicapped on the bus incident form.) Principal should communicate
- 20 expected behaviors to all students and parents through school student handbook.
- 21
- 22 4. Principal or designee is the only one to suspend a student from a bus enroute or at any time. (Reference
- 23 *Knox County Schools Bus Operator's Handbook*)
- 24
- 25 5. Students who transfer from bus to bus while in route to and from school shall be expected to abide by
- 26 approved discipline policies and procedures. The principal or designee at the base school (school the student
- 27 attends) shall administer appropriate discipline. Communication between schools may be necessary.
- 28
- 29 6. Permission for a student to ride a different bus than the one he/she is assigned to will be given based on
- 30 available space, acceptable student conduct, principal discretion and if the bus doesn't have to make an extra
- 31 stop. Upon giving permission for student change of bus, principal or designee will photocopy parental
- 32 request for alternate bus, provide a copy to the bus driver, and keep a copy on file for the duration of the
- 33 change. Verification with parent by phone may be needed. (Reference *Knox County Schools Bus Operator's*
- 34 *Handbook* "Directives")
- 35
- 36 7. Any student riding a contracted bus providing transportation for a school sponsored activity is subject to
- 37 disciplinary action for any infraction under the code of conduct.
- 38
- 39 8. A driver submitting a School Bus Incident Report to the principal or his/her designee, should list the
- 40 interventions attempted to correct the behavior outlined in the discipline under "specific details" on Form
- 41 AD-T-203. (e.g. *Lee Canter's Assertive Discipline for Bus Drivers*)

2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49

9. School personnel should have the responsibility for actions that violate the code of conduct at designated bus stops during a reasonable time period. If a question arises over time period or responsibility, contact school security for assistance.

This policy references “Student Management” pp. 2-4 in Bus Operator’s Handbook.
Lines 4-5 — please reference with pp. 2-4 in Knox County Bus Operators Handbook.
NOTE: All IDEA and 504 students’ IEP’s, 504 Plans, Behavior Management plans, etc. supersedes bus discipline rules and procedures.

Category:	Procedure:	
Students	Technology Device Returns	
Descriptor Code:	Issued Date:	Revised Date:
AP-J-270	January 2021	

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42

PURPOSE

This procedure is to ensure the collection of information technology (IT) devices is consistent across the Knox County school district. This procedure applies to all student and staff assigned devices (to include computers, hotspots, tablets, cell phones, and any other piece of technology equipment regardless of the initial cost, location, or funding source). The following procedure will be implemented to recover or properly account for any devices that are either lost or not returned when requested.

PROCEDURE

1. The onsite device manager will send the following information to the Computer Repair Team Leader or his/her designee at computerrepair@knoxschools.org:
 - Student/staff member’s name
 - Student/employee ID number
 - Asset tag number
 - Device(s)’ serial number(s)
 He or she will then lock the device and change the status to “locked per school admin” in the Incident IQ software.

2. The onsite device manager will contact the individual who accepted the Technology Device Agreement(s) and request that he or she return the device(s) to the school within one (1) week.
 - Calls and emails will be documented via action items in Incident IQ.
 - After three (3) unsuccessful attempts at contact, the device(s) will be deemed stolen. The onsite device manager will file a police report and change the status of the device to “stolen” in Incident IQ.

3. If a student or staff member is unable to return the device(s) to school, the onsite device manager will email the Computer Repair Team Leader or his/her designee at computerrepair@knoxschools.org. He or she will send a prepaid shipping box so that the device(s) can be mailed back to the computer repair shop. The device(s) must be postmarked within one (1) week.

PENALTY

1. If the device(s) are not returned within the allotted timeframe, the device(s) will be deemed stolen. The onsite device manager will file a police report and change the status of the device to “stolen” in Incident IQ.

2. If student device(s) are not returned, KCS Board Policy J-560 Student Fees and Fines allow for the following:

- The grades, grade cards, diploma or transcript of a student who is responsible for vandalism or theft or who has otherwise incurred a debt to a school may be held until the student or the student’s parent/guardian has paid for the damages.

3. The Technology Device Agreement allows KCS to collect the replacement costs from a staff member or student that failed to return the device(s).

- Students, parents/guardians, and staff members that are responsible for stolen device(s) will be invoiced accordingly.

FINAL DISPOSITION

Based on the actions taken and properly logged in the Incident IQ system, unrecovered devices will be dropped from Knox County Schools property books once the police report for stolen property is filed. Failure to complete any of the steps described may result in the initiation of a full investigation to determine pecuniary liability and final property disposition.

Category:	Procedure:	
Students	Alternative School Programs	
Descriptor Code:	Issued Date:	Revised Date:
AP-J-280	June 1997	October 2003

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41

The Knox County School Board has established the following alternative schools and alternative programs in accordance with TCA 49-6-3402:

1. Richard Yoakley Alternative School for high school and middle school students
2. Karns Annex Alternative School for middle school students
- 3) Night Alternative Programs for high school students located at each Knox County high school
- 4) Knox County Schools and Boys and Girls Clubs of the Tennessee Valley, joint alternative programs for middle school students – This program is located in four (4) Boys and Girls Clubs sites:
 - a. Moses Center
 - b. Caswell site
 - c. Halls-Powell site
 - d. Vestal site

For admission to the alternative school or alternative programs – refer to procedure J-281.

Category:	Procedure:	
Students	Alternative School Services	
Descriptor Code:	Issued Date:	Revised Date:
AP-J-281	October 2003	

- 1 1. Students that receive a short term suspension of four (4) days or less will be allowed to make up any
2 work or assignments missed during the suspension. The student will be given three (3) school days after
3 returning to school in which to complete all make-up assignments. Students not completing assignments
4 within the three (3) day period will receive zero (0) for each assignment not turned in.
5
- 6 2. Students suspended for five (5) to ten (10) days will not receive alternative school placement. However,
7 these students will be given assignments to complete for each class during the suspension. If the student
8 does not understand or needs help/assistance with the assignments, the student may attend the Night
9 Alternative Program (high school students only), with principal permission, to receive help with the
10 assignments. All work must be completed and turned in when the student returns to school at the end of
11 the suspension or the student will receive zero (0) for each assignment not turned in.
12
- 13 3. Students suspended for eleven (11) to twenty (20) days shall be offered placement in the Night
14 Alternative School Program at the base school.
15
- 16 4. Students suspended over twenty (20) days may be offered placement in the Richard Yoakley Alternative
17 School or the Karns Annex Alternative School, if space is available. If space is not available, the student
18 may be assigned to the Night Alternative Program at the base school until space becomes available at
19 the Richard Yoakley Alternative School or the Karns Annex Alternative School or until the suspension
20 has been completed.
21
- 22 5. A student who commits a zero tolerance violation (such as possession of marijuana or prescription drugs
23 that does not involve other students) may be offered alternative school placement. The student may be
24 assigned to the Night Alternative program at the base school until an assignment can be made to the
25 Zero Tolerance Classroom at the Richard Yoakley School or at the Karns Annex. Placement at the
26 Richard Yoakley School or Karns Annex will be for the duration of the expulsion from the base school.
27
- 28 6. When a student is assigned to the Night Alternative School Program, the student's regular classroom
29 teachers will submit a weekly assignment sheet for that student to the Alternative School Program. The
30 alternative school teacher will facilitate the student's assignment and return the completed assignment
31 to the regular classroom teacher.
32
- 33 7. A student who commits a zero tolerance violation (such as possession of a gun, battery on a school
34 employee) may be recommended (at the discretion of the Superintendent) for alternative school
35 placement. A student who commits a second (2nd) zero tolerance violation may, at the discretion of the
36 Superintendent, be recommended for placement in the Alternative Program.
37
- 38 8. The preceding procedures, with the exception of section five (5), will be followed for admission to the
39 Alternative Educational Program in collaboration with the Boys and Girls Clubs of Greater Knoxville.
40 When a student is assigned to this Alternative Program, the assignment will be for the duration of the
41 suspension or expulsion.

Category:	Procedure:	
Students	Guidelines for Managing Life-Threatening Allergies	
Descriptor Code:	Issued Date:	Revised Date:
AP-J-355	July 1995	July 2014

1
2 School personnel who have been trained by a Registered Nurse are permitted to administer epinephrine
3 when the school nurse is not available. If a student does not have an epinephrine auto injector and/or a
4 prescription, the school nurse or trained personnel may administer the school's independent supply of
5 epinephrine when responding to an anaphylactic reaction. If a student is injured due to the administration of
6 epinephrine by a school nurse or other trained personnel, they shall not be held responsible for the injury
7 unless administered with an intentional disregard for safety. Each school shall maintain at least two (2)
8 unlocked secure epinephrine auto injector locations, including but not limited to, the school office and school
9 cafeteria.

10
11 **GUIDELINES**

12
13 Education/training for school personnel on the management of students with life-threatening allergies to
14 include notification of Emergency Medical Services (EMS).
15

- 16 • The school nurse or principal shall maintain a record for each student at risk for anaphylaxis.
- 17
- 18 • If a student utilizes the epinephrine auto-injector other than as prescribed, he/she may be subject to
19 disciplinary action.
- 20
- 21 • Development of strategies to reduce the risk of exposure to anaphylactic causative agents in classrooms
22 and common areas such as the cafeteria.
- 23
- 24 • Dissemination of information on life-threatening allergies to school staff, parents, and students.
- 25
- 26 • Development of an Individual Health Plan (IHP) and/or 504 tailored to the need of each individual child
27 at risk for anaphylaxis to include all school sponsored events.
- 28
- 29 • Students with a known diagnosis of anaphylaxis must have a written and signed statement from the
30 student's licensed health care provider that supports:
 - 31 a. Diagnosis of anaphylaxis
 - 32
 - 33 b. Identification of food or other substances to which the student is allergic
 - 34
 - 35 c. Indication of prior history of anaphylaxis
 - 36
 - 37 d. Recommendation of emergency treatment procedures in the event of a reaction
 - 38
 - 39 e. Completion of Knox County Schools Allergy/Anaphylaxis Allergy Action Plan to include
40 substitute meals and self- administration readiness
41
42

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49

The principal of each school, in conjunction with the school nurse, shall be responsible for the implementation and administration of an Emergency Food Allergy Response Plan that focuses on prevention and an appropriate response procedure should an emergency occur.

Legal Reference:
T.C.A. § 49-5-415 (e) - (f).



Administrative Procedure

Category:	Procedure:	
Students	School Athletic Clubs	
Descriptor Code:	Issued Date:	Revised Date:
AP-J-460	May 2010	August 2013

1
2 Refer to policy J-460.
3
4 Each Athletic Club shall have a Club sponsor who is a Knox County Employee (certified or classified),
5 responsible to the school principal.
6
7 A sponsor and/or Coach/Consultant must attend **all practices and competitions** (see note below).
8
9 Each sponsor shall keep on file at a central location current proof of physicals and insurance for each Athletic
10 Club member (notes from parents **are not allowed**). Students who do not have proof of health insurance
11 will be **required to purchase school insurance**.
12
13 No student shall be allowed to participate in any form of practice or competition until the sponsor has on
14 file evidence of a physical examination by a medical doctor or nurse practitioner and a signed statement by
15 the parent/guardian giving the student permission to participate.
16
17 All Athletic Club money shall be deposited to the school account by the Athletic Club sponsor.
18
19 Off Campus practices and competitions shall require an “Off Campus Trip Form” completed by the sponsor
20 and approved by the principal.
21
22 Sponsor – One or more Knox County Schools employee(s) that serves as an advocate for a School Athletic
23 Club is responsible for all paperwork and ensures that the club adheres to the Knox County Schools policies.
24 Sponsor is responsible for supervising Coach/Consultant, if applicable.
25
26 Consultant/Coach – The expert in the sport that attends all practices and competitions. If the coach is not a
27 Knox County employee, he/she must pass the same required background checks as KCS employees,
28 including a drug test.
29
30
31
32
33
34
35
36
37
38
39
40
41