

<u>Section A:</u>  <b>School District Organization</b>	<b>Knox County Board of Education Policy</b>		
	<b>School Board Legal Status, Authority, Duties and Powers</b>	Descriptor Term:	Descriptor Code:
			Issued:
		Reviewed:	Revised:
		<b>A-100</b>	<b>7/95</b>
		<b>10/24</b>	<b>4/24</b>

## LEGAL BASIS FOR BOARD OF EDUCATION AUTHORITY

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

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

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

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

## QUALIFICATIONS

Members of the Board shall be residents of and elected from districts of substantially equal population,<sup>3</sup> and shall be citizens of recognized integrity, intelligence, and ability to administer the duties of the office. To qualify as a candidate, an individual must show proof of graduation from high school or receipt of a high school equivalency credential. An employee of Knox County Schools may not be sworn into office as an elected or appointed member of the Board.

No person shall be eligible to serve as a member of the Board of Education unless that person shall have attained the age of eighteen (18) and is a resident of, and a registered voter in, the district from which such person seeks election on the date he/she files his/her nominating petition and has been a resident of both the County and the district for one (1) year prior to such person's election; provided, however, that the district residency requirement shall not apply in the first year after redistricting for the general election at which a seat on the Board of Education appears on the ballot. A member of the Board shall remain a resident of the Board district which such member represents during his/her term of office. No member of the Commission or any other public official or employee of the Board of Education shall be eligible for appointment or election to the Board of Education.<sup>4</sup>

## TERMS OF OFFICE

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

**VACANCIES**

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

When a vacancy occurs, the unexpired term shall be filled at the next regular or special meeting of the local legislative body. Such appointment shall continue until the next regular election.<sup>7</sup>

**DUTIES OF THE BOARD OF EDUCATION<sup>8</sup>**

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

1. Elect [Employ], upon the recommendation of the Director of Schools, teachers who have attained or are eligible for tenure and fix the salaries of and make written contracts with the teachers;
2. Manage and control all public schools established or that may be established under its jurisdiction;
3. Purchase all supplies, furniture, fixtures and material of every kind through the Executive Committee;
4. Order warrants drawn on the County Trustee on account of the elementary and the high school funds, respectively;
5. Visit the schools whenever, in the judgment of the Board, such visits are necessary;
6. Except as otherwise provided in this title, dismiss teachers, principals, supervisors and other employees upon sufficient proof of improper conduct, inefficient service or neglect of duty; provided, that no one shall be dismissed without first having been given in writing due notice of the charge or charges and an opportunity for defense;
7. Suspend, dismiss or alternatively place pupils, when the progress, safety or efficiency of the school makes it necessary or when disruptive, threatening or violent students endanger the safety of other students or school system employees;
8. Provide proper record books for the Director of Schools, and should the appropriate local legislative body fail or refuse to provide a suitable office and sufficient equipment for the Director of Schools, the Board of Education may provide the office and equipment out of the elementary and the high school funds in proportion to their gross annual amounts;
9. Require the Director of Schools and Chair of the Board to prepare a budget on forms furnished by the Tennessee Commissioner of Education, and when the budget has been approved by the Board, to submit it to the appropriate local legislative body;
10. Prepare, or have prepared, a copy of the minutes of each meeting of the board of education and provide a copy of the minutes no more than thirty (30) days after the board meeting or at the time they are provided to or otherwise provided to members of the board, if such is earlier, to the president of each local education association. Any subsequent corrections, modifications or changes shall be distributed in the same manner;

11. Adopt and enforce, in accordance with guidelines prescribed by the Tennessee State Board of Education pursuant to §49-6-3002, minimum standards and policies governing student attendance, subject to availability of funds;
12. Develop and implement an evaluation plan for all certificated employees in accordance with the guidelines and criteria of the state board of education, and submit the plan to the commissioner for approval;
13. Notwithstanding any other public or private act to the contrary, employ a Director of Schools under a written contract of up to four (4) years' duration, which may be renewed;
14. Adopt policies on the employment of substitute teachers;
15. Develop and implement an evaluation plan to be used annually for the Director of Schools.

### **DISCRETIONARY POWERS OF THE BOARD OF EDUCATION<sup>8</sup>**

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

1. Consolidate two (2) or more schools whenever in its judgment the efficiency of the schools would be improved by the consolidation;
2. Require school children and any employees of the board to submit to a physical examination by a competent physician whenever there is reason to believe that the children or employees have tuberculosis or any other communicable disease;
3. Establish night schools and part-time schools whenever in the judgment of the Board they may be necessary;
4. Permit school buildings and school property to be used for public, community or recreational purposes under rules, regulations and conditions as prescribed from time to time by the Board of Education;
5. The Knox County Law Director shall execute and administer all of the legal affairs of the Board of Education. If there exists a conflict of interest, legal representation will follow the process defined in the 2003 Order of Compromise<sup>9</sup>;
6. Make rules providing for the organization of school safety patrols in the public schools under its jurisdiction and for the appointment, with the permission of the parents, of pupils as members of the safety patrols;
7. Establish minimum attendance requirements or standards as a condition for passing a course or grade;
8. Provide written notice to probationary teachers of specific reasons for failure of reelection pursuant to this title; provided, that any teacher so notified shall be given, upon request, a hearing to determine the validity of the reasons given for failure of reelection;

9. Lease or sell buildings and property or the portions of buildings or property it determines are not being used or are not needed at present by the public school system in the manner deemed by the Board to be in the best interest of the school system and the community that the system serves;
10. Establish and operate before and after school care programs in connection with any schools, before and after the regular school day and while school is not in session;
11. Contract for the management and operation of the alternative schools provided for in §49-6-3402 with any other agency of local government;
12. Include in student handbooks, or other information disseminated to parents and legal guardians, information on contacting child advocacy groups and information on how to contact the Tennessee State Department of Education for information on student rights and services;
13. Cooperate with community organizations in offering extended learning opportunities; and
14. Apply for and receive federal or private grants for educational purposes.

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Legal References:

1. T.C.A. § 49-1-101; T.C.A. § 49-1-102; T.C.A. § 49-1-103.
2. Knox County Charter § 6.01. B
3. T.C.A. § 49-2-201.
4. T.C.A. § 8-47-101 et seq.; (see also, T.C.A. § 49-1-611), Knox County Charter § 6.01.E.
5. T.C.A. § 49-2-201 (a) (1).
6. T.C.A. § 49-2-202 (e); T.C.A. § 8-48-101.
7. Tennessee Constitution, Article VII, § 2.
8. T.C.A. § 49-2-202, T.C.A. § 49-2-203.
9. Knox County Charter Article § 3.08; Order of Compromise, *KCBE v. KCC, et al.*, 152623-3 (April 21, 2003).
10. *State Deselm v. Jordan*, No. E2008-00908-COA-R3-CV, Tenn. Ct. App. 9-12-2008; and *Diane Jordan, et al. v. Knox County, Tennessee, et al.* Supreme Court of Tennessee (Jan. 12, 2007).

Approved as to Legal Form  
 By Knox County Law Director 2/22/2024  
 /Gary T. Dupler/Deputy Law Director



Section A:  School District Organization	Knox County Board of Education Policy		
	Descriptor Term:  School District Planning, Goals and Objectives	Descriptor Code:	Issued:
		A-110	7/95
		Reviewed:	Revised:
		10/24	12/18

## PLANNING

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

## EVALUATION

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

### Legal Reference:

1. TRR/MS § 0520-01-02-.31(8).

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By Knox County Law Director 1/19/2022  
/Gary T. Dupler/Deputy Law Director

<u>Section A:</u>  <b>School District Organization</b>	<b>Knox County Board of Education Policy</b>		
	Descriptor Term:  <b>School Attendance Areas</b>	Descriptor Code:	Issued:
		<b>A-120</b>	<b>7/95</b>
		Reviewed:	Revised:
		<b>10/24</b>	<b>4/24</b>

The Board shall establish school attendance areas and periodically review boundary adjustments. The Superintendent shall enforce these areas as established by the Board.<sup>1</sup>

The primary considerations governing the establishment of a school attendance area are:<sup>2</sup>

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

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

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

Children residing on properties in a subdivision or other development situated in an adjacent county with NO road access into the adjacent county may attend schools within the school system, providing they have an approved transfer and meet all other requirements described as part of Policy J-150.<sup>3</sup>

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

A student's official residence shall be determined by the Director of Schools or his or her designee. Please reference Policy J-151.

Students who use transportation services provided by Knox County Schools must attend the school in the zone in which they reside, with the exception of Magnet Schools or other special programs. Students who do not use transportation services provided by Knox County Schools shall be permitted to attend any school which is appropriate for their level, provided 1) there is available space in their chosen school and 2) they have an approved transfer.

#### Legal References:

1. T.C.A. § 49-6-3102.
2. T.C.A. § 49-6-3103.
3. T.C.A. § 49-6-3104.
4. T.C.A. § 49-6-3112.

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By Knox County Law Director 2/22/2024  
/Gary T. Dupler/Deputy Law Director

<u>Section A:</u>  <b>School District Organization</b>	<b>Knox County Board of Education Policy</b>		
	Descriptor Term:  <b>School Calendar</b>	Descriptor Code:	Issued:
		<b>A-130</b>	<b>7/95</b>
		Reviewed:	Revised:
		<b>10/24</b>	<b>3/11</b>

Upon the recommendation of the Director of Schools, the Board will endeavor to adopt an official school calendar 18-24 months prior to the beginning of the school year concerned, but no later than three (3) months prior. The primary consideration in the development of school calendars shall be to support and enhance student learning.

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

The regular school year shall be 200 days<sup>1</sup> and scheduled as follows:

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

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

### **STUDENT ATTENDANCE DAYS**

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

### **IN-SERVICE EDUCATION**

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

### **DISCRETIONARY DAYS**

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

1. T.C.A. § 49-6-3004.
2. State Board of Education Guidelines for Planning Approvable In-service Education Activities

<u>Section A:</u>  <b>School District Organization</b>	<b>Knox County Board of Education Policy</b>		
	Descriptor Term:  <b>School Day</b>	Descriptor Code:	Issued:
		<b>A-140</b>	<b>7/95</b>
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		<b>10/24</b>	<b>1/19</b>

The minimum length of the school day shall be seven hours for elementary, middle, and high school except for days set aside for teacher collaboration through student late start or early release.<sup>1</sup>

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

Legal References:

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

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By Knox County Law Director  
/Gary T. Dupler/Deputy Law Director

<u>Section A:</u>  <b>School District Organization</b>	<b>Knox County Board of Education Policy</b>		
	Descriptor Term:  <b>Emergency Closings</b>	Descriptor Code:	Issued:
		<b>A-141</b>	<b>7/95</b>
		Reviewed:	Revised:
		<b>10/24</b>	<b>3/11</b>

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<p>The Board authorizes the Director of Schools to close schools in the event of hazardous weather or any other emergency which presents a threat to the safety of students, staff members or school property.</p> <p>As soon as the decision to close schools is made, the Director of Schools will use all means available to inform the public including news media, internet, e-mail, text and mass telephone notification.</p> <p>If school is not in session or is dismissed early due to inclement weather, all scheduled activities in which students are involved will generally be postponed or cancelled.</p>
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<b>Section A:</b>  <b>School District Organization</b>	<b>Knox County Board of Education Policy</b>		
	<b>Descriptor Term:</b>  <b>Extended School Day/Year Programs and School-Age Childcare</b>	<b>Descriptor Code:</b> <b>A-142</b>	<b>Issued:</b> <b>7/95</b>
		<b>Reviewed:</b> <b>10/24</b>	<b>Revised:</b> <b>12/16</b>

The Board authorizes the establishment and operation of Extended School Day/Year Programs in any of its schools. These programs should be conducted before and/or after the regular school day, during the summer months, and/or any other time when school is not in session. Emphasis shall be placed upon extended education services such as Community Schools programs, tutoring, after-school care, and interventions.

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By Knox County Law Director  
/Gary T. Dupler/Deputy Law Director

<u>Section B:</u>  <b>School Board Operations</b>	<b>Knox County Board of Education Policy</b>		
	<b>Board of Education Evaluation</b>	Descriptor Code:	Issued:
		<b>B-100</b>	<b>7/95</b>
		Reviewed:	Revised:
		<b>10/24</b>	<b>7/23</b>

For the purpose of review and improvement of Board leadership, the Board of Education will conduct an evaluation of operational procedures annually in June.

This annual evaluation shall be based upon the following:

- a) Board members shall know and be involved in the development of standards by which they will evaluate themselves.
- b) The evaluation shall consist of individual Board member opinions but the Board as a whole shall meet to discuss the results.
- c) Evaluation shall include discussion of strengths as well as weaknesses.
- d) The Board is not required to limit itself to those items included in any formal evaluation instrument which is used.
- e) Each judgment shall be supported by as much rational and objective evidence as possible.
- f) At the conclusion of the evaluation, the Board will develop a series of Board goals for the ensuing year which are stated in terms of behavioral change.

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By Knox County Law Director 1/11/2024  
/Gary T. Dupler/Deputy Law Director



<u>Section B:</u>  <b>School Board Operations</b>	<b>Knox County Board of Education Policy</b>		
	<b>Method of Election and Duties of Officers</b>	Descriptor Code:	Issued:
		<b>B-110</b>	<b>7/95</b>
		Reviewed:	Revised:
		<b>10/24</b>	<b>4/24</b>

## **METHOD OF ELECTION**

In September of each year, the Board shall hold a called meeting to organize by electing a Chair<sup>1</sup> and a Vice Chair to serve one-year terms, or until a successor is named or they are no longer members of the Board. The newly elected Chair and Vice Chair shall be seated at the first regular (voting) meeting in September. Each Board officer shall be eligible for re-election.

If no officer of the Board is serving at the time of the organizational meeting, the longest serving member may call the meeting to order and preside until a Chair is elected as the first order of business. This same process may be used to select the Chair when a committee organizes.

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

## **DUTIES OF OFFICERS**

### **Chair**

The Chair of the Board shall have the following duties:

1. To assist the Director of Schools in preparing meeting agendas;
2. To preside at all meetings of the Board;<sup>2</sup>
3. To appoint committees authorized by the Board no later than the voting meeting in the month following election of the Chair;
4. To function as Chair of the Executive Committee;<sup>2</sup>
5. To countersign all warrants authorized by the Board and issued by the Director of Schools for all expenditures of the school system;<sup>2</sup>
6. To conduct Board hearings;<sup>3</sup>
7. To prepare the school budget with the Director of Schools;<sup>4</sup>
8. To authorize the use of mechanical and electronic check writing equipment;<sup>5</sup>
9. To certify, in coordination with the Director of Schools, the lack of value of surplus property or surplus property valued at less than \$500.00; and
10. To carry out other such duties as may be assigned by the Board.

### **Vice Chair**

The Vice Chair shall assume the duties of the Chair in the Chair's absence or function as the Chair until a new Chair can be elected in the event the Chair is incapacitated or the office becomes vacant.<sup>6</sup>

**Secretary**

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

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

**Chair Pro Tem**

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

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**Legal References:**

1. T.C.A. § 49-2-202(c)(2).
2. T.C.A. § 49-2-205.
3. T.C.A. § 49-5-512(c).
4. T.C.A. § 49-2-203(a)(10).
5. T.C.A. § 49-2-113.
6. T.C.A. § 49-6-2007.

**Cross Reference:**

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

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By the Knox County Law Director 1/11/2024

/Gary T. Dupler/Deputy Law Director

<b>Section B:</b>  <b>School Board Operations</b>	<b>Knox County Board of Education Policy</b>		
	<b>Descriptor Term:</b>  <b>Board Member Development</b>	<b>Descriptor Code:</b> <b>B-120</b>	<b>Issued:</b> <b>7/95</b>
		<b>Reviewed:</b> <b>10/24</b>	<b>Revised:</b> <b>5/22</b>

## **LOCAL LEA TRAINING/ORIENTATION**

The Board Chair or his or her designee and the Director of Schools shall arrange and conduct an orientation for new Board members no later than thirty (30) days after members take office.

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

## **STATE TRAINING REQUIREMENTS FOR NEW BOARD MEMBERS**

Beginning July 1, 2022, newly elected Board members shall participate in at least 21 hours of training during the first year in office, including 14 hours of Orientation Training covering topics outlined below:<sup>1</sup>

1. Education's governance structure (including the roles and responsibilities of the State Board of Education, Department of Education, and the Public Charter School Commission);
2. School data and finance;
3. Communication and engagement;
4. Board policies;
5. Strategic planning;
6. School law;
7. Board/Director of Schools relations;
8. Board/staff relations;
9. Board/student relations;
10. Tennessee open meetings and open records requirements; and
11. Conflict of interest and ethics.

## **STATE TRAINING REQUIREMENTS FOR EXPERIENCED BOARD MEMBERS**

Beginning July 1, 2022, experienced Board members with one or more years of service, shall complete a minimum of seven (7) hours of training each fiscal year.<sup>1</sup>

Experienced Board Members shall select any approved Training Course(s) to meet the required seven (7) hours each fiscal year.

## **MONITORING**

The Tennessee Department of Education shall be responsible for monitoring local school board member compliance with these rules.

By July 15 of each year, approved Training Course providers shall provide a list to the Department of Education of all local school board members who have completed approved Training Courses during the fiscal year.

If a local school board member is unable to complete all required training hours due to an unanticipated hardship, the Commissioner of Education may grant a one-year reduction in the number of hours required upon receiving an explanation of the hardship and request for reduction from the Board. If a New Board Member is granted a reduction by the Commissioner, any orientation Training Courses not completed shall be made up in the following year.

Until June 30, 2022, local school board members shall comply with Training Course requirements through participation in the School Board Academy program administered by the Department of Education.

### **PROFESSIONAL DEVELOPMENT**

Board members shall participate in activities designed to improve their knowledge and skills as members of a policy-making body.

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

1. A calendar of School Board conferences, conventions and workshops shall be maintained by the Board secretary and provided to each member. The Board will regularly identify which meetings should be attended and the benefits which would be derived from participation;
2. Funds for participation at such meetings shall be budgeted on an annual basis. The Board as a whole shall retain the authority to approve or disapprove the participation of members in planned activities;
3. Reimbursement to Board members for their travel expenses shall be in accord with the travel expense policy for staff members;<sup>1</sup>
4. When a conference, convention or workshop is not attended by the full Board, those participating may be asked to share information, recommendations and materials from the meeting; and
5. The public shall be kept informed through the Board of Education webpage and press releases to news media about the Board's continuing in-service education and programs anticipated for short- and long-range benefits to the schools.

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

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Legal References:

1. TRR/MS 0520-01-02-.11.
2. T.C.A. § 49-2-202(A)(6).
3. T.C.A. § 49-2-2001.

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By Knox County Law Director 1/11/2024  
*/Gary T. Dupler/Deputy Law Director*

<b>Section B:</b>  <b>School Board Operations</b>	<b>Knox County Board of Education Policy</b>		
	Descriptor Term:	Descriptor Code:	Issued:
	<b>Board Member Travel Expenses</b>	<b>B-130</b>	<b>7/95</b>
		Reviewed:	Revised:
		<b>10/24</b>	<b>5/16</b>

The members of the Board shall be paid for transportation, lodging, meals and other pertinent expenses when traveling on business for the Board. Salary and other benefits shall be as provided for in the charter of Knox County.<sup>2</sup>

Expenses shall be submitted to the Director of School's office within thirty (30) days of the date of completion of such travel. The rate of payment shall be the same as the rate for members of the professional staff.<sup>3</sup>

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Legal References:

1. T.C.A. § 49-2-202(d).
2. Knox County Charter, Article VI, § 6.03.

Cross Reference:

3. Knox County – Knox County Schools Travel Policy Handbook and Regulations.

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By the Knox County Law Department 1/11/2024  
/Gary T. Dupler/Deputy Law Director

<b>Section B:</b>  <b>School Board Operations</b>	<b>Knox County Board of Education Policy</b>		
	<b>Board Committees</b>	Descriptor Term:	Descriptor Code:
			Issued:
		Reviewed:	Revised:
		<b>10/24</b>	<b>7/95</b>
			<b>1/17</b>

## GENERAL

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

1. A special committee serving in an advisory capacity shall ordinarily consist of less than a quorum of Board members;
2. The committee will be advisory only;
3. Issues to be discussed by the committee must be approved in advance by the entire Board;
4. A committee shall serve no longer than the annual organization meeting of the Board unless reappointed to finish a designated task; and
5. Committee meetings shall be held in accordance with the Open Meetings Act.<sup>2</sup>

## EXECUTIVE COMMITTEE

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

1. To prepare an agenda for each regularly scheduled meeting of the Board, with public notice of such agenda-setting meeting(s);
2. To prepare the annual budget in the approved forms of the Commissioner of Education, to be submitted to the Board for its approval.<sup>3</sup>
3. To advertise for bids and let contracts authorized by the Board;
4. To examine all accounts authorized by the Board and ensure that the approved budget is not exceeded;
5. To submit for approval at each regular meeting of the Board a full report of all business transacted since the last regular meeting; and
6. To transact any other business assigned to the committee by the Board.<sup>4</sup>

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2 7. Current Board Members shall be allowed to attend and observe meetings of the Executive  
3 Committee which are not public noticed; and as observers, Board Members may not comment,  
4 discuss or deliberate with the committee.  
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Legal References:

- 42 1. T.C.A. § 49-2-205(2).  
43 2. T.C.A. § 8-44-102(b).  
44 3. T.C.A. § 49-2-203(a)(11).  
45 4. T.C.A. § 49-2-206; TCA § 49-2-205(3).

46  
47 Approved as to Legal Form  
48 By Knox County Law Director 1/11/2024  
49 /Gary T. Dupler/Deputy Law Director



<u>Section B:</u>  <b>School Board Operations</b>	<b>Knox County Board of Education Policy</b>		
	Descriptor Term:  <b>Board-Community Relations</b>	Descriptor Code:	Issued:
		<b>B-150</b>	<b>7/95</b>
		Reviewed:	Revised:
		<b>10/24</b>	<b>7/16</b>

In order to promote school-community interaction relating to the policy and operation of the schools, the Board will:

1. Strive to keep the community regularly informed about all policies, planning, academic achievement and other items of interest through multiple channels of communication, by its own efforts and the efforts of the Director of Schools;
2. Direct all school employees, including teachers, administrators and support service personnel to participate in good school-community interaction by:
  - a. Transmitting pertinent and correct information to citizens upon request or upon the initiative of school employees;
  - b. Encouraging the principal of each school to develop a public relations and outreach program for his or her school and also promote programs which both involve and engage parents and the community in the life of the school and the success of students.

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

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By Knox County Law Director 1/11/2024  
/Gary T. Dupler/Deputy Law Director

<u>Section B:</u>  <b>School Board Operations</b>	<b>Knox County Board of Education Policy</b>		
	Descriptor Term:  <b>School Board Meetings</b>	Descriptor Code:	Issued:
		<b>B-160</b>	<b>7/95</b>
		Reviewed:	Revised:
		<b>10/24</b>	<b>4/24</b>

The Board shall transact all business by voting in official meetings. Voting shall occur only in regular or special meetings (“called” meetings). A majority vote of all members of the Board is required for passage (not imply a majority of a quorum).

The formation of public policy and public business must be transacted transparently and not in secret.<sup>1</sup> Therefore, with rare exceptions, deliberative meetings of the Board shall be open and physically accessible to the public.<sup>2</sup> When the size of the audience exceeds the capacity of the meeting space, an overflow area will be opened where the audience can view a simulcast of the proceedings.

### **REGULAR MEETINGS**

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

### **SPECIAL MEETINGS (“CALLED” MEETINGS)**

The Board shall hold such special meetings as necessary to transact the business of the Board. Such meetings shall be called by the Chair whenever, in his or her judgment, the interests of the schools require it or when requested to do so by a majority of the Board.<sup>1,3</sup>

### **NON-VOTING MEETINGS AND COMMITTEE MEETINGS**

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

### **EXECUTIVE SESSION MEETINGS**

Executive Sessions are not open to the public. These meetings are held with the Board’s attorney(s) to discuss pending litigation or threatened litigation and other confidential information. There shall be no deliberation and no votes may be taken in Executive Session meetings.<sup>1,4</sup>

### **ELECTRONIC PARTICIPATION IN BOARD MEETINGS**

Board Members may participate in scheduled board meetings by electronic means under the following conditions:<sup>5</sup>

1. The member is out of the county due to work and shall give at least five (5) days’ notice prior to the scheduled board meeting of the member’s intention to participate electronically. (Limited to 2 instances per fiscal year.)

2. The member is sick or in a period of convalescence on the advice of a healthcare professional. (Limited to 3 times per fiscal year.)
3. If Knox County Schools is closed, the member may attend electronically due to inclement weather or natural disaster. (Limited to 3 times per year.)
4. The member has a family emergency that inhibits the member from attending in person. (Limited to 2 times per year.)
5. The member is out of the county due to military service.

No board meeting shall be conducted with electronic participation unless a quorum of members is physically present at the location of the meeting and the member participating by electronic means must be visually identified by the chair.<sup>6</sup>

## NOTICE OF REGULAR MEETINGS

Adequate notice of meetings<sup>3</sup> in the case of regular meetings shall consist of the approval of a schedule of all regular meetings for the Board for a year. The approved schedule shall be publicly posted on the Board of Education webpage for access to all community members. No other notice of regular meetings shall be necessary, provided the date and time of the next *scheduled* regular meeting is announced at the *prior* board meeting.

## NOTICE OF SPECIAL MEETINGS AND COMMITTEE MEETINGS

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

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

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

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### Legal References:

1. T.C.A. § 8-44-102, T.C.A. § 49-2-202(c)(1).
2. U.S.C. § 12101; T.C.A. § 68-120-204.
3. T.C.A. § 8-44-103.
4. Smith County Education Association v. Anderson 676 S.W. 2d 328 (Tenn. 1989).
5. T.C.A. § 8-44-108.
6. T.C.A. § 49-2-203.
7. T.C.A. § 49-6-808.

*Under the provisions of Tennessee Governor Bill Lee’s Executive Orders 16 (dated March 20, 2020), 34 (dated May 6, 2020); 51 (dated June 29, 2020), 60 (dated August 28, 2020); 65 (dated October 28, 2020) and 71 (dated December 22, 2020), Board members were allowed to attend meetings electronically in light of the Coronavirus Disease 2019 (COVID-19) and such meetings continued pursuant to any and all Executive Order extensions.*

Approved as to Legal Form  
By Knox County Law Director 1/11/2024  
/Gary T. Dupler/Deputy Law Director

<u>Section B:</u>  <b>School Board Operations</b>	<b>Knox County Board of Education Policy</b>		
	Descriptor Term:  <b>Agenda</b>	Descriptor Code:	Issued:
		<b>B-162</b>	<b>7/95</b>
		Reviewed:	Revised:
		<b>10/24</b>	<b>5/22</b>

## SETTING THE AGENDA

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

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

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

## DISTRIBUTING THE AGENDA

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

## APPROVING THE AGENDA

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

Any member of the Board may request that an item be moved from the consent agenda. The Board may by majority vote add item(s) not previously included on the agenda.

## CONSENT AGENDA

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

**ANNUAL AGENDA**

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

Approved as to Legal Form  
By Knox County Law Director 1/11/2024  
*/Gary T. Dupler/Deputy Law Director*

<u>Section B:</u>  <b>School Board Operations</b>	<b>Knox County Board of Education Policy</b>		
	Descriptor Term:  <b>Rules of Order</b>	Descriptor Code:	Issued:
		<b>B-163</b>	<b>7/95</b>
		Reviewed:	Revised:
		<b>10/24</b>	<b>3/19</b>

The rules contained in the current edition of *Robert's Rules Of Order, Newly Revised*, shall govern the Board in all cases to which they are applicable, except as otherwise provided by any statutes<sup>1</sup> applicable to the Board, or by policies of this Board including the following:

### **ORDER OF BUSINESS**

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

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

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

### **CHAIR'S PARTICIPATION**

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

Legal Reference:

1. T.C.A. § 49-5-409(b)(1).

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By Knox County Law Director 1/11/2024  
/Gary T. Dupler/Deputy Law Director

<u>Section B:</u>  <b>School Board Operations</b>	<b>Knox County Board of Education Policy</b>		
	Descriptor Term:  <b>Voting Method</b>	Descriptor Code:	Issued:
		<b>B-164</b>	<b>7/95</b>
		Reviewed:	Revised:
		<b>10/24</b>	<b>5/22</b>

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

All votes shall be by public vote or public ballot (including electronic ballot) or public roll call. No secret votes, or secret ballots, or secret roll calls shall be allowed.

- “Public vote” means a vote in which the “aye” faction vocally expresses its will in unison and in which the “nay” faction, subsequently, vocally expresses its will in unison.<sup>2</sup>
- “Public Ballot” may include a written ballot or electronic ballot only when the vote of each member is clearly audible and/or visible to the public and each member’s vote is recorded in the minutes.

Roll call votes will be used upon the request of any Board member. The person chairing the meeting shall have a vote on all matters voted on by the Board.<sup>3</sup>

A majority vote of all members of the Board is required for passage (not simply a majority of a quorum).

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Legal References:

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

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By Knox County Law Director 1/11/2024  
/Gary T. Dupler/Deputy Law Director

<b>Section B:</b>  <b>School Board Operations</b>	<b>Knox County Board of Education Policy</b>		
	<b>Minutes</b>	Descriptor Term:	Descriptor Code: Issued:
			<b>B-165 7/95</b>
		Reviewed:	Revised:
		<b>10/24</b>	<b>8/16</b>

The Director of Schools shall keep, or cause to be kept, complete and accurate minutes of all meetings of the Board.<sup>1</sup> The draft of the minutes of the previous meeting will be made available to all Board members with the posting of the agenda for the subsequent meeting. Following their approval by the Board, the minutes shall be signed by the Chair and Director of Schools.<sup>2</sup> The minutes shall become permanent records of the Board and shall be posted upon the Board of Education page of the Knox County Schools website immediately after approval by the Board.

The minutes shall include:

1. The nature of the meeting (regular or special), time, place, date, Board members present or absent, and the approval of the minutes of the preceding meeting;<sup>2, 3</sup>
2. The record of all motions, proposals, and resolutions passed or denied by the Board, together with the names of the members making and seconding the motions, and a record of the members voting “aye” and “nay” in the event of a roll call vote;<sup>2,3</sup>
3. Reports, documents and objects relating to a formal motion may be omitted from the minutes, if they are referred to and identified by title and date;<sup>6</sup>
4. Names of persons addressing the Board and the purpose of their remarks; and
5. A brief account of those items discussed, and whether or not any motions were made regarding those items.

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Legal References:

1. T.C.A. § 49-2-301(b)(1)(C).
2. Robert’s Rules of Order, Article XV, § 48.
3. T.C.A. § 8-44-104.
4. T.C.A. § 10-7-503.
5. T.C.A. § 49-2-203(a)(12).
6. Attorney General Opinion (June 11, 1979).

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By Knox County Law Director 1/11/2024  
/Gary T. Dupler/Deputy Law Director



<b>Section B:</b>  <b>School Board Operations</b>	<b>Knox County Board of Education Policy</b>		
	<b>Public Hearings</b>	Descriptor Code:	Issued:
		<b>B-170</b>	<b>7/95</b>
		Reviewed:	Revised:
		<b>10/24</b>	<b>8/11</b>

The Board may hold public hearings in the following circumstances:

1. To hear, on the record, a tenured teacher's appeal of a termination decision rendered by the duly appointed impartial hearing authority;<sup>1</sup>
2. When a student has been suspended and the resolution has not been satisfactory;<sup>2</sup>
3. When a parent or legal guardian shall contest the school assignment of their child;<sup>3</sup> and/or
4. When the Board deems it to be in the public interest.

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

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Legal References:

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

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By Knox County Law Director 1/11/2024  
/Gary T. Dupler/Deputy Law Director

<u>Section B:</u>  <b>School Board Operations</b>	<b>Knox County Board of Education Policy</b>		
	Descriptor Term:	Descriptor Code:	Issued:
	<b>Complaints and Appeals to the Board</b>	<b>B-171</b>	<b>7/95</b>
		Reviewed: <b>10/24</b>	Revised: <b>4/24</b>

## ADDRESSING COMPLAINTS

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

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

Complaints regarding an instructional program should first be addressed to:

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

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

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

The complainant must attempt to resolve a complaint before the matter is elevated to the next level. After completion of these processes, if the individual or group still believes a complaint has not been satisfactorily addressed, a request may be made for the complaint to be heard by the Board using the following process:

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

1 4. Groups of complainants should delegate one member to serve as spokesperson for their  
2 complaint.  
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4 5. The Board will render a decision on complaints that have followed the proper process as  
5 outlined above, as soon as possible after receiving the complaint.  
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7 The Board reserves the right to ask the spokesperson making the complaint to appear again for further  
8 discussion or clarification.  
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10 If someone insists upon being heard without following the above procedures as set forth by the Board,  
11 the Chair, acting on behalf of the Board as a whole, has the authority to call the person or persons out of  
12 order and insist that they follow Board policies concerning complaints as outlined above.  
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#### 14 **APPEALS TO THE BOARD**

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16 Certain matters relating to the operation of the school system may be appealed to the Board. However,  
17 the Board desires that all matters be settled at the lowest level of responsibility and will not hear  
18 complaints or concerns which have not advanced through the proper administrative procedure from the  
19 point of origin.  
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21 If all administrative channels have been exhausted and there is still a desire to appeal to the Board, the  
22 matter shall be referred in writing and the Board shall determine whether to hear the appeal.  
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46 Approved as to Legal Form  
47 By Knox County Law Director 1/11/2024  
48 /Gary T. Dupler/Deputy Law Director  
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<b>Section B:</b>  <b>School Board Operations</b>	<b>Knox County Board of Education Policy</b>		
	Descriptor Term:  <b>Public Forum</b>	Descriptor Code:	Issued:
		<b>B-180</b>	<b>3/16</b>
		Reviewed:	Revised:
		<b>10/24</b>	<b>5/24</b>

The Board of Education desires to hear from individuals and/or groups on matters important to education. Time is set aside at each Board meeting for Public Forum, during which individuals or groups may request to speak to the Board. The purpose of Public Forum is to provide the public with the opportunity to comment on matters that are germane to the items on the agenda for the meeting.<sup>1</sup>

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

Individuals or groups seeking to address the Board during Public Forum should register by contacting the Board of Education office via telephone (865-594-1623) or e-mail ([board.office@knoxschools.org](mailto:board.office@knoxschools.org)) no later than 4:00 p.m. on the day prior to the scheduled meeting or by registering in person prior to the start of the meeting. Information required for registration will include name, contact information, county of residence, and topic. Groups seeking to address the Board may be asked to select one or more delegates to speak on their behalf unless determined otherwise by the Board. Those registered to speak will be called upon in the order that they are received.

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

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

The Board requests Public Forum speakers address remarks to the entire Board and not individual members. Each person speaking shall state his or her name and county of residence and have up to three (3) minutes to make remarks unless time is extended by a majority vote of the Board. Members of the Board and the Director of Schools may have the privilege of asking questions of any person who addresses the Board.

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

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

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Legal References:

1. T.C.A. § 8-44-112.
2. T.C.A. § 8-44-101 (in general).

Approved as to Legal Form  
By the Knox County Law Director 3/18/2024  
*/Gary T. Dupler/Deputy Law Director*

<u>Section B:</u>  <b>School Board Operations</b>	<b>Knox County Board of Education Policy</b>		
	<b>Media Relations</b>	Descriptor Code:	Issued:
		<b>B-190</b>	<b>7/95</b>
		Reviewed:	Revised:
		<b>10/24</b>	<b>1/23</b>

The school system has a responsibility to provide information to the public, including members of the media, as appropriate. A copy of the agenda and agenda materials shall be posted on the district website at the time it is provided to Board members. Additionally, all reports approved by the Board shall be made available to the media.

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

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

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

Approved as to Legal Form  
By Knox County Law Director 1/11/2024  
/Gary T. Dupler/Deputy Law Director

<u>Section B:</u>  <b>School Board Operations</b>	<b>Knox County Board of Education Policy</b>		
	<b>Policy Development and Adoption</b>	Descriptor Term:	Descriptor Code:
			Issued:
		Reviewed:	Revised:
		<b>10/24</b>	<b>7/95</b>
			<b>8/24</b>

Policies are principles adopted by the Board of Education to serve as guidelines and goals for the successful and efficient functioning of Knox County Schools. The policies of the Knox County Board of Education are framed, and meant to be interpreted, in terms of Tennessee laws, rules and regulations of the State Board of Education, and all other regulatory agencies within the county, state and federal levels of government.

Either the Administration or a Board member may propose policies or policy amendments for the purpose of passing, revising, or deleting policies to respond to changing conditions. All proposed policies or policy amendments shall first be brought to the Director of Schools or the Director of Schools' designee for addition to the policy review meeting process, unless a Board member or the Administration finds it necessary to request Board consideration of changes outside of the review process in the best interest of the district or due to time constraints. Following the review process or at the request of a Board member or the Administration, proposed policies or policy amendments shall be submitted to the Board for consideration as part of the agenda. Policies and substantive policy amendments shall be considered through two readings at separate Board meetings. Upon first reading, the Administration or Board member proposing the policy or policy amendment shall address the Board and introduce the proposal. Upon second reading, the Board may take final action on the proposal. Adoption shall require an affirmative vote by a majority of the members of the Board.

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

## **POLICY MAINTENANCE**

The Director of Schools shall be responsible for drafting policy proposals, maintaining the Board Policy Manual and serving as liaison between the Board and the Tennessee School Boards Association. Policies are revised as need arises. They are made official as a result of the vote of the Board and may be amended or discarded by vote of the Board. At least biennially, the Board shall review its policy manual for the purpose of passing, revising or deleting policies mandated by changing conditions.<sup>1</sup>

Policies shall be accessible to all employees of the school system, members of the Board, and citizens of the community.<sup>1</sup>

## **SUSPENSION OF POLICIES**

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

**ADMINISTRATION IN POLICY ABSENCE**

In cases where the Board has provided no guidelines for administrative action, the Director of Schools shall have the power to act, but report to the Board at its next meeting.

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Legal Reference:

1. T.C.A. § 49-2-207.

Approved as to Legal Form  
By Knox County Law Director 7/1/2024  
*/Gary T. Dupler/Deputy Law Director*



<b>Section B:</b>  <b>School Board Operations</b>	<b>Knox County Board of Education Policy</b>		
	<b>School Board Records</b>	Descriptor Code:	Issued:
		<b>B-210</b>	<b>7/95</b>
		Reviewed:	Revised:
		<b>10/24</b>	<b>10/17</b>

The Director of Schools shall maintain all school system records required by law, regulation and board policy. Any citizen of Tennessee, state official or other authorized person shall be permitted, upon written request, at a reasonable time, to inspect all records maintained by the school district unless otherwise prohibited by law, regulation or board policy. A person who has the right to inspect a record may request and receive copies of the documents subject to the payment of reasonable cost.<sup>1,2,3,4</sup>

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

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

The Director of Schools shall retain and dispose of school district records in accordance with the following guidelines:<sup>2,4</sup>

1. The Director of Schools will determine if a particular record is of permanent or temporary value in accordance with regulations promulgated by County Public Records Commission and the Tennessee Institute for Public Services records manual;<sup>5,6</sup>
2. Temporary value records which have been kept beyond the required time may be recommended to the Public Records Commission for destruction;<sup>7,8</sup>
3. The records that the State Librarian and Archivist desire to preserve in their facilities will be transferred to the State Library and Archives. The temporary value records rejected by the State Library and Archives may be transferred to another institution or destroyed;<sup>7,8,9</sup> and
4. Permanent records will be kept in some usable form. If the Director of Schools desires to destroy the original permanent record, these records must be reproduced by microfilming or some other permanent reproduction method. Permission to destroy any original digital permanent record after microfilming follows the same procedure noted above for temporary records.<sup>6,8</sup>
5. The Director of Schools shall establish procedures to safeguard against the unlawful destruction or removal of records.<sup>8</sup>
6. Intentional misuse of Criminal History Record Information (CHRI) is not permitted and all allegations of same will be investigated. Use of CHRI for any purpose other than what is allowed by federal or state law is misuse. If misuse is discovered through an investigation, appropriate action will be taken. Additionally, misuse of CHRI shall be reported to the Tennessee Bureau of Investigation.

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Legal References:

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

Approved as to Legal Form  
By Knox County Law Director 1/11/2024  
*/Gary T. Dupler/Deputy Law Director*

<u>Section B:</u>  <b>School Board Operations</b>	<b>Knox County Board of Education Policy</b>		
	Descriptor Term:  <b>Code of Ethics</b>	Descriptor Code:	Issued:
		<b>B-220</b>	<b>7/95</b>
		Reviewed:	Revised:
		<b>10/24</b>	<b>9/16</b>

## DEFINITIONS

- "School district" means Knox County School District, which was duly created by a public or private act of the General Assembly; and which includes all boards, committees, commissions, authorities, corporations or other instrumentalities appointed or created by the school district or an official of the school district.
- "Officials and employees" means and includes any official, whether elected or appointed, officer, employee or agent, or any member of any board, agency, commission, authority or corporation (whether compensated or not), or any officer, employee or agent thereof, of the school district.
- "Personal interest" means, for the purpose of disclosure of personal interests in accordance with this Code of Ethics, a financial interest of the official or employee, or a financial interest of the official's or employee's spouse or child living in the same household, in the matter to be voted upon, regulated, supervised, or otherwise acted upon in an official capacity.

## DISCLOSURE OF PERSONAL INTEREST IN VOTING MATTERS

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

## DISCLOSURE OF PERSONAL INTEREST IN NON-VOTING MATTERS

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

## CONFLICT OF INTEREST

The Director of Schools, members of the Board of Education, administrative, supervisory, or teaching personnel or other school officer shall have no financial interest, directly or indirectly, in supplying books, maps, school furniture, or apparatus or other compensated services for the schools or to act as agent for any author, publisher, bookseller, or dealer in school furniture or apparatus.<sup>1</sup>

1. School employees may not purchase for sale to students any goods or equipment or render any service to the school system on a commission basis;
2. Employees who have patented or copyrighted any device, publication, or other item shall not receive royalties for use of such item in the school system;
3. Employees shall not engage in any type of work where the source of information concerning a customer, client, or employer originates from information obtained through the school system;
4. The Board shall make no purchase of supplies, materials, or equipment from a school system employee, and<sup>2</sup>
5. Employees shall not sell instructional supplies, equipment and reference books in a territory that includes the parents of the children of the school in which the employee is assigned.
6. Employees shall be permitted to hold employment outside the school system so long as such activities do not (a) occur during the school day, or (b) interfere with regularly scheduled or appropriately assigned duties for the school system, or (c) reflect unfavorably on the school system.

The Director of Schools shall not take any other contract under the Board, to perform any other service for additional compensation, to act as principal or teacher in any school, or to become the owner of a school warrant other than that allowed for his service as Director of Schools or as secretary to the Board.<sup>3</sup>

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

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

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

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

with a limit of two (2) meals per day. Entrance fees, admission fees, or tickets shall be valued on the face value of the ticket or fee, or on a daily or per event basis, whichever is greater.

## **MISUSE OF PUBLIC POSITION**

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

## **USE OF GOVERNMENT PROPERTY**

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

## **ETHICS COMPLAINTS**

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

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

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

The Committee may:

1. refer the matter to the Board Attorney for a legal opinion and/or recommendations for action;
2. in the case of an official, refer the matter to the school board body for possible public censure if the board body finds such action warranted;
3. in the case of an employee, refer the matter to the official responsible for supervision of the employee for possible disciplinary action if the official finds discipline warranted;
4. in a case involving possible violation of state statutes, refer the matter to the district attorney for possible ouster or criminal prosecution.

5. Dismiss a complaint based on the record if it is found to have no merit.

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

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

### EXCEPTIONS TO POLICY

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

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

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

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#### Legal References:

1. T.C.A. § 49-6-2003.
2. § 9.08 Knox County Charter Provisions .
3. T.C.A. § 49-2-301(c).

Approved as to Legal Form  
By Knox County Law Director 1/11/2024  
*/Gary T. Dupler/Deputy Law Director*

<b>Section B:</b>  <b>School Board Operations</b>	<b>Knox County Board of Education Policy</b>		
	<b>Civility Code</b>	Descriptor Term:	Descriptor Code:
			<b>B-230</b>
		Issued:	<b>4/11</b>
		Reviewed:	<b>10/24</b>
		Revised:	<b>10/24</b>

## **PHILOSOPHY OF PERSONAL CONDUCT**

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

It is not the intent of the Board to deprive any person of his or her right to freedom of expression. Public Forum is addressed separately in Board Policy B-180 "Public Forum."<sup>2</sup>

## **EXPECTATIONS**

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

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

## **RESPONSE TO UNCIVIL BEHAVIOR**

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

1. A student who believes that he or she has not been treated in a manner reflective of the Code of Civility should report such behavior to the appropriate building level administrator.
2. A parent, legal guardian or community member who believes that he or she has not been treated in a manner reflective of the Code of Civility should report such behavior to the staff member's immediate supervisor or the student's appropriate building level administrator.
3. An employee who believes that he or she has not been treated in a manner reflective of the Code of Civility should address the concern through the appropriate supervisory chain. If personal harm is threatened, the employee shall notify their supervisor and may also contact

law enforcement. If a communication such as voice mail or e-mail or any type of written communication is demeaning, abusive, threatening or obscene the employee is not obligated to respond.

4. Any visitor on school district property who has breached this Civility Code may be directed to leave the premises by an administrator or security officer. If such person does not immediately and willingly leave, law enforcement may be called.

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Legal Reference:

1. T.C.A. § 49-6-1014.
2. T.C.A. § 49-6-4003.

Cross Reference:

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

Approved as to Legal Form  
By Knox County Law Director 8/16/2024  
*/Gary T. Dupler/*Deputy Law Director



<b>Section B:</b>  <b>School Board Operations</b>	<b>Knox County Board of Education Policy</b>		
	<b>School Board Legislative Involvement</b>	Descriptor Code:	Issued:
		<b>B-240</b>	<b>7/95</b>
		Reviewed:	Revised:
		<b>10/24</b>	<b>1/23</b>

The Board will work for the passage of new laws designed to advance the cause of improving education and for the repeal or modification of existing laws and the defeat of proposed laws that impede this cause.

To accomplish this:

1. The Board shall stay informed of pending legislation and actively communicate its concerns and make its position known to the elected representatives at both the state and national level;
2. The Board shall work with other school boards in the state, local citizen groups, and other local officials to acquaint them with the board's legislative priorities and seek their support;
3. The Chair shall appoint a Legislative Representative when other committee appointments are made.<sup>1</sup> An appointee shall not assume the Representative position until the Board approves the appointment;
4. The Board shall work with the Director of Schools and the Legislative Representative, TSBA, and other concerned groups in developing an annual legislative program; and
5. The Board shall include in its budget appropriate resources, including travel expenses, necessary for its Legislative Representative and other Board members to accomplish its desired legislative goals.

#### **DUTIES OF THE LEGISLATIVE REPRESENTATIVE<sup>1</sup>**

- Ensuring that advocacy is a year-round effort for the Board;
- Being the point person between the Board and TSBA regarding legislative affairs;
- Providing updates to the Board during the legislative session;
- Overseeing the drafting of resolutions to submit to TSBA;
- Attending TSBA meetings (eg: Fall District meetings, Legislative and Legal Institute, Summer Law Institute, etc.);
- Attending TSBA meetings with other boards' Legislative Representatives;
- Communicating with legislators; and
- Encouraging Board participation in the Delegate Assembly to help shape TSBA's message.

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Note:

1. 2022 TSBA Webinar “Overview of the Role of Legislative Representative.”

Approved as to Legal Form  
By Knox County Law Director 11/11/2024  
*/Gary T. Dupler/Deputy Law Director*

<u>Section C:</u>  <b>General School Administration</b>	<b>Knox County Board of Education Policy</b>		
	<b>School Administration Goals and Objectives</b>	Descriptor Code:	Issued:
		<b>C-100</b>	<b>2/00</b>
		Reviewed:	Revised:
		<b>11/24</b>	<b>4/19</b>

The Director of Schools directs the administration in order to manage the district and to facilitate the implementation of a quality educational program in accordance with Board of Education policies.

Specific goals and objectives are to:

1. Manage the system's various resources effectively and efficiently.
2. Provide professional advice and counsel to the Board and to advisory groups established by Board action.
3. Ensure effective learning programs by:
  - a) Keeping abreast of current educational developments;
  - b) Arranging for staff development;
  - c) Coordinating efforts to improve learning programs, facilities, equipment, and materials using best practices and making data-driven decisions;
  - d) Providing access to the decision-making process to staff, students, parents, and others.

Approved as to Legal Form  
By Knox County Law Director 1/11/2024  
/Gary T. Dupler/Deputy Law Director

<u>Section C:</u>  <b>General School Administration</b>	<b>Knox County Board of Education Policy</b>		
	Descriptor Term:	Descriptor Code:	Issued:
	<b>Lines of Authority and Staff Relations</b>	<b>C-110</b>	<b>7/95</b>
		Reviewed:	Revised:
		<b>11/24</b>	<b>10/11</b>

The Board authorizes the Director of Schools to establish efficient organizational lines of authority and staff relations which shall be communicated to employees.

All personnel are expected to keep their immediate supervisor informed of their activities and shall refer matters requiring administrative action to the administrator to whom they directly report. That administrator shall refer such matters to the next higher administrative authority when necessary.

An employee may request that a decision made at any level be reviewed through the appropriate lines of authority and ultimately to the Director of Schools, should that be necessary.

Lines of authority do not restrict the cooperative and collaborative relationships between and among staff members. The lines of authority should serve to enhance the management, oversight and the decision making processes within, between and among staff departments and schools.

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By Knox County Law Director 1/11/2024  
/Gary T. Dupler/Deputy Law Director

<u>Section C:</u>  <b>General School Administration</b>	<b>Knox County Board of Education Policy</b>		
	Descriptor Term:  <b>Director of Schools</b>	Descriptor Code:	Issued:
		<b>C-120</b>	<b>2/00</b>
		Reviewed:	Revised:
		<b>11/24</b>	<b>1/17</b>

The Director of Schools shall be the chief executive officer of the school system and shall have, under the direction of the Board, general supervision of all the public schools, personnel and departments of the school system. The Director of Schools is responsible for the management of the schools under the Board's policies and is accountable to the Board.<sup>1</sup>

To the extent permitted by law, the Director of Schools has the discretion, to delegate any assigned duties to other school personnel.

The Director of Schools is responsible for implementing Board policies and for interpreting them to the staff, students and the public.

The Director of Schools, in consultation with principals, staff members, and other persons and groups as topically appropriate, shall develop administrative rules and procedures as necessary, to implement Board policies.

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Legal Reference:

1. T.C.A. § 49-2-301.

Approved as to Legal Form  
By Knox County Law Director 1/11/2024  
*/Gary T. Dupler/Deputy Law Director*

<u>Section C:</u>  <b>General School Administration</b>	<b>Knox County Board of Education Policy</b>		
	<b>Director of Schools Recruitment and Selection</b>	Descriptor Code:	Issued:
		<b>C-122</b>	<b>2/00</b>
		Reviewed:	Revised:
		<b>11/24</b>	<b>4/19</b>

When a vacancy occurs, the appointment of a Director of Schools is a function of the Board. The Board is responsible for finding the person it believes can most effectively translate into action the policies of the Board and the goals of the community and the professional staff.

The Board may employ a consultant to advise and assist the Board in the search and selection process. However, final selection shall rest with the Board after a thorough consideration of qualified applicants. While a unanimous vote is desired, only a majority vote is required. An Interim Director of Schools appointed during the time of a search shall not become a candidate. A Board member may not apply for or in any way be considered for the position of Director of Schools.<sup>1</sup>

When a search is conducted to fill the position, the Board shall initially develop the following:

- a job description
- a timeline
- selection procedures which shall include, but not limited to, the following:
  1. The Board shall invite the community, including Board employees, to participate in the process of selecting a Director of Schools by suggesting selection criteria, participating in sessions with and asking questions of the candidates and by attending Board interviews with the candidates. Resumes of persons interviewed by the Board shall be available in the central office for public inspection.
  2. The interview process for each finalist shall include meetings with various staff and community groups and an interview with the entire Board.
  3. Candidates shall be interviewed by the Board in an open session. Only Board members will be allowed to ask questions during the interview.

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Legal References:

1. T.C.A. § 49-2-203(a)(13).
2. T.C.A. § 49-2-203(a)(1)(D).

Approved as to Legal Form  
 By Knox County Law Director 1/11/2024  
*/Gary T. Dupler/Deputy Law Director*

<u>Section C:</u>  <b>General School Administration</b>	<b>Knox County Board of Education Policy</b>		
	<b>Qualifications and Duties of the Director of Schools</b>	Descriptor Code:	Issued:
		<b>C-123</b>	<b>7/95</b>
		Reviewed:	Revised:
		<b>11/24</b>	<b>7/23</b>

## QUALIFICATIONS:

1. A visionary leader who is highly qualified and has significant experience in education.
2. A master's degree in education.
3. Such other qualifications as the Board deems desirable.

**REPORTS:** The Board of Education.

**SUPERVISES:** All personnel in the district.

**JOB GOAL:** To provide leadership in development and maintaining the best possible educational programs and services.

**SCOPE OF RESPONSIBILITY:** The management responsibilities of the Director of Schools shall extend to all activities of the district, to all phases of the educational program, to all aspects of the financial operation, to all facility management, and to the conduct of such other duties as may be assigned by the Board. The Director of Schools may delegate these duties together with the appropriate authority but may neither delegate nor relinquish ultimate responsibility for results or any portion of accountability.

## ESSENTIAL FUNCTIONS:

### *General Administrative*

1. Act for the Board in seeing that all laws relating to the schools are faithfully executed.
2. Attend all meetings of the Board in a non-voting capacity and serve as a member of the Executive Committee without additional compensation.
3. Keep a complete and accurate record of the proceedings of all meetings of the Board and of its official acts.
4. Make recommendations to the Board for the best interest of the public schools. Anticipate potential problems. Recommend policies.
5. Ensure appropriate administration of all Board policies.
6. Develop administrative procedures to implement Board policy for items deemed necessary for the efficient operation of the schools and disseminate these procedures to the appropriate staff.

- 1 7. Prepare, in conjunction with the Board Chair, agenda recommendations relative to all matters  
2 requiring Board action, including all facts, information, options, and reports needed to assure  
3 informed decisions. Provide advice and counsel to the Board on matters before it.  
4
- 5 8. Make reports to the Commissioner of Education when requested and make a full and complete  
6 report on forms furnished by the Commissioner of Education on or before the fifteenth day of July  
7 annually for the year ending the thirtieth day of June preceding.  
8
- 9 9. Deliver all records and official papers belonging to the Director of Schools to successor.  
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- 11 10. Implement the strategic plan as currently adopted by the Board.  
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- 13 11. Give full time and attention to the duties of the Director of Schools.  
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- 15 12. Perform other such official duties as may be prescribed by law.  
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#### 17 *Fiscal Management*

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- 19 1. Keep a detailed and accurate account of all receipts and disbursements of public school funds.  
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- 21 2. Issue all warrants authorized by the Board for expenditures.  
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- 23 3. Make appropriate written reports for the Board detailing all receipts and expenditures of the public  
24 school funds and submit them to the local funding body.  
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- 26 4. Report to the local funding body and the Commissioner of Education whenever it appears that any  
27 portion of the school fund has been, or is in danger of being, misappropriated or illegally disposed  
28 of or not collected.  
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- 30 5. Prepare, annually, with the Chair of the Board, a budget for the schools in the system, to submit  
31 the same to the Board for its approval and to present to the local funding body for adoption.  
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- 33 6. File a copy of the budget adopted by the local funding body with the Commissioner of Education  
34 within ten (10) days after its adoption.  
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- 36 7. Encourage development of sound business practices and continually assess business practices to  
37 achieve efficiency. Provide direction and supervision of school business functions by:  
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  - 39 a. Implementing process improvements in response to recommendations produced by the  
40 annual audit.
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  - 42 b. Providing for an orderly transfer of school financial records between an outgoing and  
43 incoming principal.  
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  - 45 c. Receiving, reviewing, and permanently filing all internal accounting reports submitted by  
46 principals and reporting any irregularities to the Board.  
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  - 48 d. Furnishing each principal with a copy of the manual for internal accounting and the  
49 necessary training and assistance to adequately use it.  
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e. Taking action to encourage the prompt submission of all reports herein described.

### *Personnel Administration*

1. Hire, transfer, suspend, non-renew, and dismiss all personnel, with the exception of placing teachers on tenure and dismissing tenured teachers.
2. Recommend to the Board teachers who are eligible for tenure.
3. Assign teachers and other employees in the best interests of the schools.
4. Organize and reorganize central office staff.
5. Require all teachers to submit their certificates to teach and keep a complete record of the same.
6. File all contracts entered into with all employees of the Board.
7. Grant any employee access any at reasonable time to his or her personnel file and provide a copy of documents upon payment of reasonable compensation.

### *Instructional Leadership*

1. Serve as the chief school executive. Ensure the development and maintenance of a positive educational program designed to meet the needs of the community and to carry out the policies of the Board. Ensure that a system of thorough and efficient education, as defined by state law, is available to all students.
2. Require the use of the state course of study and the system of promoting students in accordance with the Commissioner of Education.
3. Sign all certificates and diplomas of students who complete the requisite courses of study.
4. Maintain general supervision of all schools, visit schools from time to time, and advise the Board as to their conditions and means for improvement.
5. Enforce the provisions of Tennessee State Board of Education Rule 0520-01-02-.07 regarding library information centers.

### *Community Engagement*

1. Promote community support of schools throughout the district by sharing information on district programs, services, and needs, reports, plans, events, and activities.
2. Solicit community input on opportunities for continuous improvement.
3. Identify and leverage available community resources and partnerships to support education and healthy child development.
4. Develop strategies to promote family involvement in students' education and provide opportunities for parent-teacher interactions.

5. Maintain contact and good relations with the media.
6. Represent the district's interests in meetings and activities of municipal and other governmental agencies.
7. Represent the district's interests in community organizations, activities, and projects that are of benefit to schools.

**TERMS OF EMPLOYMENT:** Serves in accordance with the terms of the contract between the Board and the Director of Schools. Salary to be determined by the Board.

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions of state law and the Board's policy on evaluation of the Director of Schools.

**GENERAL REQUIREMENTS:** The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. They are not intended to be a complete list of responsibilities, duties, and skills required of personnel so assigned.

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Legal Reference:

1. T.C.A. § 49-2-301.

This policy was suspended on May 13, 2020 for the 2019-2020 school year in response to the current state of emergency caused by the coronavirus (COVID-19) pandemic.

Approved as to Legal Form  
By Knox County Law Director 1/11/2024  
/Gary T. Dupler/Deputy Law Director

<u>Section C:</u>  <b>General School Administration</b>	<b>Knox County Board of Education Policy</b>		
	Descriptor Term:	Descriptor Code:	Issued:
	<b>Director of Schools Compensation, Benefits and Expenses</b>	<b>C-124</b>	<b>7/95</b>
		Reviewed: <b>11/24</b>	Revised: <b>4/19</b>

The Director of Schools shall have an employment contract that specifies compensation and benefits which are mutually agreed upon and approved by the Board of Education.

The Director of Schools shall be offered the same health insurance benefit at the same premium as all other school system employees.

Approved as to Legal Form  
By Knox County Law Director 1/11/2024  
/Gary T. Dupler/Deputy Law Director

<b>Section C:</b>  <b>General School Administration</b>	<b>Knox County Board of Education Policy</b>		
	Descriptor Term:	Descriptor Code:	Issued:
	<b>Evaluation of the Director of Schools</b>	<b>C-125</b>	<b>10/96</b>
		Reviewed: <b>11/24</b>	Revised: <b>1/17</b>

Through an annual evaluation of the Director of Schools,<sup>1</sup> the Board will strive to accomplish the following:

1. Clarify the role of the Director of Schools according to a job description as agreed upon by the Board and the Director of Schools;
2. Develop harmonious working relationships between the Board and the Director of Schools; and
3. Develop improvements in the administrative leadership of the school system.

The Board shall develop, with the Director of Schools, a set of measurable performance objectives based on the needs of the system. The performance of the Director of Schools shall be reviewed in accordance with these specified goals.

At a time agreed to by the Board and the Director of Schools, the Board shall meet as a body to evaluate the Director of Schools' performance.

The following guidelines shall be used in the evaluation process:

1. The Director of Schools shall know the standards upon which he/she shall be evaluated and shall be involved in the development of those standards.
2. The evaluation shall be a composite of the evaluation by individual Board members, but the Board, as a whole, shall meet with the Director of Schools to discuss the composite evaluation.
3. The evaluation shall include a discussion of strengths as well as weaknesses.
4. Both the Board and Director of Schools shall prepare for the evaluation; the Director of Schools shall conduct a self-evaluation, and Board members shall document the evidence used in rating the Director of Schools' performance.
5. All documentation shall be supported by objective evidences.

Legal Reference:

1. TRR/MS 0520-2-1-.01.

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By Knox County Law Director 1/11/2024  
/Gary T. Dupler/Deputy Law Director

<b>Section C:</b>  <b>General School Administration</b>	<b>Knox County Board of Education Policy</b>		
	<b>Descriptor Term:</b>  <b>Compensation Guides and Contracts for Certified Personnel</b>	<b>Descriptor Code:</b> <b>C-131</b>	<b>Issued:</b> <b>2/00</b>
		<b>Reviewed:</b> <b>11/24</b>	<b>Revised:</b> <b>5/19</b>

Contracts for administrators and system-wide certificated personnel shall be based on the same annual term of two hundred (200) days for teachers plus twenty (20) days for each additional month assigned and scheduled by the Board.<sup>1</sup>

All contracts shall provide:<sup>2,3</sup>

1. A minimum of five (5) working days, to be used for in-service education;
2. One (1) day of vacation for each month employed; and
3. Five (5) days as designated by the Board.

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

The contracts for administrative and certified personnel may be reviewed and approved by the Board of Education at either the request of the Board or the Director of Schools.

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**Legal References:**

1. T.C.A. § 49-6-3004.
2. T.C.A. § 49-5-408.
3. T.C.A. § 49-2-303.

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By Knox County Law Director 1/11/2024  
/Gary T. Dupler/Deputy Law Director

<u>Section C:</u>  <b>General School Administration</b>	<b>Knox County Board of Education Policy</b>		
	Descriptor Term:	Descriptor Code:	Issued:
	<b>Employment and Transfers of Administrative and Supervisory Personnel</b>	<b>C-133</b>	<b>7/95</b>
		Reviewed:	Revised:
		<b>11/24</b>	<b>3/17</b>

## **RECRUITMENT**

The Director of Schools shall secure qualified persons to fill all certificated positions. No person shall be considered for employment in any position until that person has filed an application for employment.

Vacancies will be posted and advertised locally. A deadline for receiving applications will be established and disseminated with the vacancy notice.

## **HIRING**

The Director of Schools shall hire qualified applicants for administrative and supervisory personnel appointments.<sup>1</sup> Each employee shall be provided a notification of annual salary, which may be renewed annually by the Director of Schools. The performance contract with each principal shall not exceed the Director of Schools' contract term.<sup>2</sup> Each principal performance contract shall specify duties and performance standards and shall require annual written evaluations by the Director of Schools or his or her designee. The school calendar adopted by the Board each year shall become a part of each employee's annual salary length.

The Director of Schools shall inform the Board of Education of all administrative appointments and transfers. The Director of Schools shall also keep the Board informed concerning newly hired certified personnel.

## **TRANSFER**

All administrative and supervisory personnel serve at the discretion of the Director of Schools. When necessary to the efficient operation of the school system, the Director of Schools may transfer an administrator or supervisor. Personnel shall be informed prior to all transfers.

## **ORIENTATION**

All administrative and supervisory personnel new to the school system shall be engaged in an orientation program.

## **SUPERVISION**

Supervision and annual evaluations of administrative and supervisory personnel shall be provided by the Director of Schools or his or her designee.

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Legal References:

- 1. T.C.A. § 49-2-301.
- 2. T.C.A. § 49-2-303.

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By Knox County Law Director 1/11/2024  
*/Gary T. Dupler/*Deputy Law Director

<u>Section C:</u>  <b>General School Administration</b>	<b>Knox County Board of Education Policy</b>		
	Descriptor Term:	Descriptor Code:	Issued:
	<b>Administrative Procedures</b>	<b>C-140</b>	<b>7/95</b>
		Reviewed:	Revised:
		<b>11/24</b>	<b>10/11</b>

The Director of Schools is responsible for implementing Board policies and for interpreting them to staff, students, and the public.

The Director of Schools, in consultation with principals, staff members, and other persons and groups as appropriate to the topic, shall develop administrative procedures as necessary, to implement Board policies.

Within the policies and regulations of the Board and the procedures established by the Director of Schools, principals are authorized to establish rules and procedures for the staff and students of their schools.

#### **DISSEMINATION**

The Director of Schools shall preserve and maintain all active administrative procedures on the school system internet and intranet websites.

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By Knox County Law Director 1/11/2024  
/Gary T. Dupler/Deputy Law Director



<u>Section C:</u>  <b>General School Administration</b>	<b>Knox County Board of Education Policy</b>		
	Descriptor Term:	Descriptor Code:	Issued:
	<b>Administrative Reports</b>	<b>C-141</b>	<b>7/95</b>
		Reviewed:	Revised:
		<b>11/24</b>	<b>3/17</b>

The Director of Schools shall make annual reports concerning conditions of efficiency and needs of the school system. Included in the reports shall be information regarding employment of instructional staff as follows:

1. Number of applicants employed;
2. Procedures being used to ensure that the best applicants are being selected;
3. Evidence that all teachers were evaluated;
4. Number of non-tenured and tenured teachers;
5. Number of teachers non-renewed;
6. Summary and explanation of how the Knox County Schools is meeting the state and national requirements of other mandated accountability measures.

Board members shall be made aware of all reports prepared by the Director of Schools' office for transmittal to the local legislative body, the State Department of Education, or any federal agency.

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By Knox County Law Director 1/11/2024  
/Gary T. Dupler/Deputy Law Director

<u>Section C:</u>  <b>General School Administration</b>	<b>Knox County Board of Education Policy</b>		
	<b>Professional Development Opportunities</b>	Descriptor Term:	Descriptor Code: Issued:
		<b>C-150</b>	<b>2/00</b>
		Rescinds:	Revised:
		<b>11/24</b>	<b>3/08</b>

Administrative and supervisory personnel shall show evidence of continual professional growth by attendance at in-service programs and institutes, studying professional literature, meeting with other professionals for discussion, and otherwise keeping abreast of research in methodology, curriculum, and student growth and development.

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By Knox County Law Director 1/11/2024  
/Gary T. Dupler/Deputy Law Director

<u>Section C:</u>  <b>General School Administration</b>	<b>Knox County Board of Education Policy</b>		
	Descriptor Term:  <b>Conflict of Interest</b>	Descriptor Code:	Issued:
		<b>C-170</b>	<b>7/95</b>
		Reviewed:	Revised:
		<b>11/24</b>	<b>3/17</b>

The Director of Schools, members of the Board of Education, administrative, supervisory, or teaching personnel or other school officer shall have no financial interest, directly or indirectly, in supplying goods or other compensated services for the schools or to act as agent for any provider of goods or services. This policy does not apply to the aforementioned personnel who author his or her own book.<sup>1</sup>

It shall be a misdemeanor for the Director of Schools to take any other contract under the Board, to perform any other service for additional compensation, to act as principal or teacher in any school, or to become the owner of a school warrant, bond, or other debt, with the exception of compensation for his service as Director of Schools or as secretary to the Board.<sup>2</sup>

Legal References:

1. T.C.A. § 49-6-2003.
2. T.C.A. § 49-2-301.

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By Knox County Law Director 1/11/2024  
/Gary T. Dupler/Deputy Law Director

<u>Section C:</u>  <b>General School Administration</b>	<b>Knox County Board of Education Policy</b>		
	Descriptor Term:	Descriptor Code:	Issued:
	<b>Advertising and Solicitation In Schools</b>	<b>C-180</b>	<b>11/12</b>
		Reviewed:	Revised:
		<b>11/24</b>	<b>4/24</b>

No part of the district, including the facilities, email addresses, the name, the staff, and the students, shall be used for solicitation or promoting the interests of any commercial, political or other non-school agency or organization except as expressly permitted under the sections below.

Any entity that wishes to advertise or solicit in schools must prominently display the following disclaimer:

“The Knox County Board of Education and the Knox County Schools do not sponsor or endorse this advertisement or solicitation.”

The school system at all times retains the discretion to accept or reject any advertisement or solicitation for any legal reason, including, but not limited to, the following:

- (1) It is libelous, invades the privacy of others, invades the privacy of others, infringes on a copyright, or is in any way prohibited by state or federal law.
- (2) It is obscene, pornographic or lewd, vulgar or indecent.
- (3) It primarily consists of advertisements for sale or solicitations for business.
- (4) It endorses a particular candidate for public office, subject to the provisions of Policy C-181 “Political Solicitation.”
- (5) It promotes alcohol, tobacco, drugs, or other illegal activity.
- (6) It is likely to cause substantial disruption to the school and its activities or likely to materially interfere with the proper and orderly operation of the school and its activities.
- (7) It contains substantive messages on politics, religion, or other matters not related to the educational mission of Knox County Schools.

This policy shall in no way restrict the School Board or administration of the Knox County Schools (KCS) from advocating for specific governmental actions and/or changes to law, regulations, ordinances or policies that they deem to be in the best interests of providing an effective public education to KCS students.

No sign or message in support of or opposition to a referendum or initiative placed before the voters shall be displayed on a sign owned the district or its schools or attached to district-owned buildings. No audio or video messages in support of or opposition to a referendum or initiative shall be dispersed using district or school telephonic or electronic equipment or accounts.

## **DEFINITIONS**

Advertising or Solicitation: the promotion of any product, service, activity, program, or point of view to the community or those who use or frequent a “facility” by placing a sign, display, advertisement, banner, etc. on District property, or within a publication or program published, enacted, performed, or sponsored by the district, such as but not limited to, school programs, yearbooks, newspapers, broadcasts, or internet content.

Paid Advertising: The payment of money or other economic benefit to the district or schools within the district for advertising.

Facilities: Individual buildings and real property owned or operated by KCS, or over which KCS has full or partial control.

Sponsorship: The third party monetary or in-kind support of a school, program or student activity without the expectation of any direct benefit to or recognition of the third party. "Sponsorship" is not "Advertising" as defined under this policy.

## **PAID ADVERTISING**

The Board recognizes that the funds that the schools and the district may derive from such paid advertising will benefit the district, its schools, students, employees, programs, and the community. No paid advertising may be placed in or used by the district or a school except as defined and permitted herein and approved in accordance with this policy. No paid advertising shall be construed as or constitute an endorsement by the Board, district, or school of any product, service, activity, program, or organization, and the district reserves the right to reject any paid advertising.

Subject to the approvals herein, paid advertising may be allowed on KCS athletic facilities, stadiums, ball fields, gymnasiums, auditoriums, program pamphlets, school publications, or any other venue where such paid advertising would be directed primarily to members of the public.

- (1) There shall be no paid advertising in the classrooms or in any other venue where such paid advertising would be principally directed at KCS students.
- (2) There shall be no paid advertising on the exterior of a building, or that involves the erection of an apparatus on school grounds, or that involves the anchoring of signage into a physical wall without the prior written approval of the Director of Schools or the Director's designee.
- (3) There shall be no billboards or signage on the top of KCS buildings.
- (4) Paid advertising may take the form of ads in programs, yearbooks, or newspapers; fixed signage; banners; sponsorship of an academic or athletic event(s), or team(s).
- (5) All paid advertising must be documented by a contract signed by the KCS principal or administrator in charge and the Director of Schools or designee. All advertisements must be approved by the principal or administrator in charge before being displayed, and may not conflict with the school's civic or educational mission.
- (6) No paid advertising contract shall be of duration of more than one year without prior Board approval.
- (7) This policy is intended solely to sell paid advertising to raise revenue to defray costs and expressly does not create a public forum for public expression.
- (8) Decisions of the principal or administrator in charge to allow or disallow paid advertising may be appealed to the Director of Schools or the Director's designee, whose decision shall be final.

## **UNPAID ADVERTISING**

The district and schools may, cooperate in furthering the work of any non-profit, social service agency, provided that such cooperation does not restrict or impair the educational programs of the schools. Civic or other non-profit, non-political organizations may advertise events pertinent to the students' interest or involvement. Advertisements or solicitation from an organization will be considered for distribution without regard to the organization's religious or secular viewpoint. The distributors of any unpaid

advertising material must follow the direction of the principal. Decisions of the principal or administrator in charge to allow or disallow unpaid advertising may be appealed to the Director of Schools or the Director's designee, whose decision shall be final. Additionally, the school may cooperate with any governmental agency or school support organization in promoting activities or information which advance the education or other best interests of the students. Unpaid advertising may not conflict with the school's civic or educational mission.

## CRITERIA FOR ADVERTISING

All advertising or solicitation must meet the following criteria:

- (1) It shall not promote hostility, disorder, or violence.
- (2) It shall not attack, demean, ridicule or disparage based upon membership in any group identified in the District's non-discrimination policies.
- (3) It shall not be libelous.
- (4) It must be age-appropriate to the students attending the institution or those who might reasonably be expected to view such advertisements.
- (5) It shall not endorse a political cause, political activity, political party, or candidate for political office or position, except that such entities may provide sponsorships, as defined above. Knox County Schools may provide appropriate recognition as such sponsorships.
- (6) It shall not promote the use of drugs, alcohol, tobacco, firearms or gambling.
- (7) It shall not be inconsistent with the District's nutrition guidelines and the District's school wellness policy.
- (8) All advertising signage must comply with all applicable building codes.
- (9) The use in the schools of curriculum-related material and school supplies bearing the name of a business, publisher, or manufacturer shall not be construed as advertising under this policy.
- (10) The distribution or display of awards for or recognitions of a facility, students or faculty donated by a commercial enterprise and approved by the principal shall not be construed as paid commercial advertising within the meaning of this policy.
- (11) It shall not conflict with the Board's mission, policies, Board-adopted Legislative Agenda, or the District's curriculum or instructional program.
- (12) It shall not adversely affect the District's reputation or image.
- (13) It shall not promote private K-12 schools or K-12 schools chartered by chartering agencies other than KCS.

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### Legal Reference:

1. T.C.A. § 49-6-2009.

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By Knox County Law Director 1/11/2024  
/Gary T. Dupler/Deputy Law Director

<u>Section C:</u>  <b>General School Administration</b>	<b>Knox County Board of Education Policy</b>		
	Descriptor Term:  <b>Political Solicitation</b>	Descriptor Code:	Issued:
		<b>C-181</b>	<b>8/19</b>
		Reviewed: <b>11/24</b>	Revised:

Solicitation or advertising in any form by candidates for public office or political-oriented organizations (for example, issues on a public ballot) is not permitted. Political literature shall not be distributed through the school to students, nor sent home to parents, nor placed in teachers' mailboxes, lounges, or on school premises. Political advertising in any form shall not be permitted on school facilities, on school grounds or in school publications.

The sole exceptions to this restriction are as follows:

- (1) For election days at those school facilities that are used as polling places, political signage may be placed on campuses that host polling places beginning at 6:00 p.m. on the day prior to an election. On election days at these locations, election officials will determine the placement of advertising and the permissibility of solicitation. All such materials must be removed by the candidates by 7:00 a.m. the day following the election.
- (2) Political office holders and those campaigning for political office may provide sponsorships, as defined above. The Knox County Schools maintains the right to provide appropriate recognition of such sponsorships.
- (3) Candidates for elected offices within Knox County Schools or Knox County Government which are not voted upon by the general public (e.g., a representative to the county retirement board) may advertise under this policy, but candidates for office which is voted upon by the general public (e.g., School Board) may not use Knox County Schools information systems to promote their candidacy.

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By Knox County Law Director 1/11/2024  
/Gary T. Dupler/Deputy Law Director

<b>Section C:</b>  <b>General School Administration</b>	<b>Knox County Board of Education Policy</b>		
	Descriptor Term:	Descriptor Code:	Issued:
	<b>Complaints Under the Americans with Disabilities Act</b>	<b>C-190</b>	<b>7/95</b>
		Reviewed:	Revised:
		<b>11/24</b>	<b>10/11</b>

The Board of Education fully supports the tenets of the Americans with Disabilities Act (ADA) and the right of all individuals to be free from discrimination based on disability, and will seek to remedy any such real or perceived discrimination within the Knox County Schools.

## **DEFINITION**

Individuals may submit complaints when they believe they have been discriminated against because of some real or perceived disability.

## **COORDINATOR**

The Director of Schools or the Director's designated representative (ADA Coordinator) shall be responsible for coordinating the system's efforts to comply with the Americans with Disabilities Act.<sup>1</sup> Information about the designation of the ADA Coordinator shall be disseminated to all staff members, students, students' parents and/or legal guardians, and other interested citizens.

## **PROCEDURES**

All complaints may be presented to the building level administrator, the individual's immediate supervisor or directly to the ADA Coordinator. If satisfactory resolution of the problem cannot be reached after ample opportunity for consideration of the matter, the complainant may discuss the matter with the Director of Schools. After review of the case, the Director of Schools shall take such action as the Director deems appropriate and shall notify all parties concerned of the decision.

The complainant may appeal the Director's decision to the Board. The Board will hear only complaints which have been carried through the proper procedure from the point of origin.

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### **Legal Reference:**

1. Public Law 101-336; 42 U.S.C. 12101 et seq.; Americans with Disabilities Act (ADA) of 1990.

Approved as to Legal Form  
By Knox County Law Director 1/11/2024  
*/Gary T. Dupler/Deputy Law Director*



<u>Section C:</u>  <b>General School Administration</b>	<b>Knox County Board of Education Policy</b>		
	Descriptor Term:  <b>Honorary Diploma</b>	Descriptor Code:	Issued:
		<b>C-200</b>	<b>4/10</b>
		Reviewed:	Revised:
		<b>11/24</b>	<b>8/11</b>

From time to time it may be appropriate to recognize the significant contributions made to the nation, the State of Tennessee, Knox County or the Knox County Schools by various individuals at great personal sacrifice. The Knox County Board of Education authorizes honorary high school diplomas to be awarded to members of the community who have made such contributions without regard to themselves or their personal benefit.

Individual members of the Board of Education, School Principals and the Director of Schools may nominate individuals whom they believe should be recognized through an honorary diploma. Nominations will be made to the Executive Committee of the Board of Education, and the Executive Committee will serve as the approval authority for all honorary diplomas.

Posthumously awarding an honorary diploma will only be considered in cases where the nominee died in active military service or in immediate service to the citizens of Knox County.

Nothing in this policy is intended to amend or supersede Chapter 49-2-119 (Diplomas for World War or Korean War veterans) of the Tennessee Code Annotated.

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By Knox County Law Director 1/11/2024  
/Gary T. Dupler/Deputy Law Director

<b>Section C:</b>  <b>General School Administration</b>	<b>Knox County Board of Education Policy</b>		
	<b>School Visitors</b>	Descriptor Term:	Descriptor Code:
			Issued:
			Revised:
		<b>C-210</b>	<b>7/95</b>
		<b>11/24</b>	<b>8/11</b>

The Board endorses a parent and community participation in school and during school activities and believes that these are critical elements in providing all students an excellent education. However, for the safety and security of all students it is important that access to schools be closely monitored.

During the school day and immediately before and after the school day all visitors will report to the school office when entering the school and log in with the school administration. Exceptions to this include special occasions such as school programs, athletic events, open house and similar public events. Authorization to visit elsewhere in the building or on the school campus will be determined by the principal or the principal's designee. Guest passes shall be issued for all persons other than students and employees of the school or school system.<sup>1</sup>

In order to maintain the conditions and atmosphere suitable for learning, no person shall enter onto the grounds or into the school buildings during the hours of student instruction except students assigned to that school, the staff of the school, parents of students, approved volunteers and other persons with specific permission to be on school premises.

The principal or the principal's designee has the authority to exclude from the school premises any visitor disrupting the educational programs in the classroom or in the school, disturbing the teachers or students on the premises or on the premises for the purpose of committing an illegal act.<sup>2</sup> In the event of a crisis, the principal or designee may exclude any persons deemed necessary in order to maintain security.

The principal shall engage law enforcement officials when he or she believes the situation warrants such measures. The Director of Schools may empower other school employees to engage law enforcement officials in times of emergency.

#### Legal References:

1. Student and Employee Safe Environment Act of 1996.
2. T.C.A. § 49-6-2008; T.C.A. § 39-14-406.

#### Cross Reference:

1. Knox County Board of Education Policy B-230 Civility Code.

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By Knox County Law Director 1/11/2024  
/Gary T. Dupler/Deputy Law Director

<u>Section C:</u>  <b>General School Administration</b>	<b>Knox County Board of Education Policy</b>		
	<b>Automated External Defibrillator</b>	Descriptor Code:	Issued:
		<b>C-220</b>	<b>12/19</b>
		Reviewed:	Revised:
		<b>11/24</b>	<b>9/24</b>

An Automated External Defibrillator (AED) is capable of recognizing the presence or absence of ventricular fibrillation or rapid ventricular tachycardia and is capable of determining without intervention by an operator, whether defibrillation should be performed. The AED automatically charges and requests delivery of an electrical impulse to an individual's heart.

#### AED Placement in Schools:

- All public schools must have at least one (1) AED device placed within the school, and it will be identified with signage. Any AEDs must be placed within a school or on school grounds in accordance with the guidelines established in the cardiac emergency response plan pursuant to Policy C-221.<sup>1,6</sup>
- Each placement of an AED shall be supervised and endorsed by a physician with an unrestricted license to practice medicine or osteopathy in Tennessee.
- An AED shall not be placed in an office that is not accessible to any person and shall be placed in an unlocked location during school hours or school events. The placement shall allow for the AED to be used on an individual who may experience a sudden cardiac arrest event while the individual is on-site of the school youth athletic activity within three (3) minutes.
- All AEDs shall be registered with emergency medical service providers.
- Misuse or abuse of any AED device on school property by a student is disorderly conduct and the student shall be subject to disciplinary action.

#### AED Program for Use in Schools:

- Each school shall have an AED action plan, written plan and post-incident report.
- A list of individuals authorized to use the AED shall be posted (response team).
- AEDs shall be maintained, tested and operated according to the manufacturer's guidelines and records of testing performed must be kept.
- Each school shall perform yearly AED drills and view an AED awareness video.
- Each time an AED is used for an individual in cardiac arrest, an emergency medical service shall be summoned to provide aid as soon as possible.

AED Training:

- All AED users must be certified in cardiopulmonary resuscitation (CPR), first aid, and proper AED use via the American Heart Association guidelines.
- AED training may be offered to school bus drivers contracted by Knox County Schools.<sup>2</sup>

Knox County Schools, teachers, or other persons employed by Knox County Schools responsible for an AED program shall not be liable for any civil liability or any personal injury that results from an act or omission that does not amount to willful or wanton misconduct or gross negligence if the applicable provision and program and the rules adopted by the Tennessee Department of Health have been met by Knox County Schools and have been followed by the individual using the AED.

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Legal References:

1. T.C.A. § 49-2-122.
2. T.C.A. § 49-2-122(h).
3. T.C.A. § 68-140-402.
4. T.C.A. § 68-140-404.
5. T.C.A. § 68-140-408.
6. T.C.A. § 68-6-101 et seq.

Cross References:

- Knox County Board of Education Policy C-221 Cardiac Emergency Response Plan.
- Knox County Board of Education Policy C-222 Athletics Emergency Action Plan.
- Knox County Board of Education Policy I-171 Interscholastic Athletics.

Approved as to Legal Form

By Knox County Law Director 8/16/2024

/Gary T. Dupler/Deputy Law Director



<b>Section C:</b>  <b>General School Administration</b>	<b>Knox County Board of Education Policy</b>		
	Descriptor Term:	Descriptor Code:	Issued:
	<b>Cardiac Emergency Response Plan</b>	<b>C-221</b>	<b>9/24</b>
		Reviewed:	Revised:
		<b>11/24</b>	

Knox County Schools shall establish and annually review a cardiac emergency response plan (CERP) at each school within the district.<sup>1</sup>

Each school CERP shall:

Identify the number of AEDs that must be placed within each school building or on school grounds that are used for academic, athletic, or other community purposes, in addition to the initial AED required.

1. Establish a cardiac emergency response team at each public school that is responsible for carrying out the CERP, including the response protocols each team is responsible for implementing and overseeing in a sudden cardiac arrest event. The responsibilities and chain of command designated in the CERP for the respective cardiac emergency response team must align with those outlined in the athletic emergency action plan (AEAP) required under Knox County Board of Education Policy C-222.
2. The CERP will be disseminated to students, parents, teachers, administrators, and other school employees at least once each school year, and posted prominently in each school building and on school grounds used for academic, athletic, or other community purposes, as well as on the district website of each school.
3. Identify the training required for members of the cardiac emergency response team, and for any teachers, administrators, or other school employees, to assist such individuals in understanding the severity of sudden cardiac arrest events, to educate such individuals on how to respond in such circumstances, and to notify such individuals of the existence, content, and guidance available in the CERP, which must include training in cardiopulmonary resuscitation (CPR), first aid, and the use of an AED.
4. Be reviewed at least annually by the Knox County Board of Education, or its designee, semiannually by each cardiac emergency response team, and no later than ten (10) days after a sudden cardiac arrest event occurs within a school, or on the grounds of a school, by the cardiac emergency response team and the Director of Schools.

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Legal References:

1. T.C.A. § 49-2-122.

Approved as to Legal Form

By Knox County Law Director 8/16/2024

/Gary T. Dupler/Deputy Law Director

<b>Section C:</b>  <b>General School Administration</b>	<b>Knox County Board of Education Policy</b>		
	<b>Descriptor Term:</b>  <b>Athletics Emergency Action Plan</b>	<b>Descriptor Code:</b> <b>C-222</b>	<b>Issued:</b> <b>9/24</b>
		<b>Reviewed:</b> <b>11/24</b>	<b>Revised:</b>

Knox County Schools shall establish, review, and annually rehearse an athletics emergency action plan (AEAP) for responding to serious or life-threatening injuries sustained by students participating in school youth athletic activities. The AEAP will:

1. Integrate nationally recognized, evidence-based core elements or standards;
2. Be memorialized as a written document, specific to the sites under the control of the schools where school youth athletic activities are conducted;
3. Be developed in consultation with local emergency medical services personnel; and
4. Be distributed to all athletics staff members, school personnel identified in the AEAP as specified below, and healthcare professionals identified in the AEAP as specified below.

The AEAP must also:

- a. Identify the address or venue of each school youth athletic activity for the respective school year;
- b. Identify the personnel in each school who are responsible for carrying out the AEAP, including their assigned responsibilities and the designated chain of command;
- c. Identify any healthcare professionals who may provide medical care during school youth athletic activities;
- d. Identify any equipment and supplies that may be needed to respond to a medical emergency at a school youth athletic activity, including the location of each item;
- e. Describe the proper procedures to be followed after a serious or life-threatening injury occurs, including, but not limited to, responding to the injured individual, summoning emergency medical care, assisting emergency responders, and documenting the actions taken during the emergency; and
- f. Provide contact information for emergency medical services and directions to assist emergency personnel in accessing the location of a school youth athletic activity.

The requirements of this Policy are in addition to the requirements of the Safe Stars Act, compiled in Tennessee Code Annotated Title 49, Chapter 6, Part 36.

Legal Reference:

1. T.C.A. § 68-6-201.

Approved as to Legal Form

By Knox County Law Director 8/16/2024

/Gary T. Dupler/Deputy Law Director

<u>Section C:</u>  <b>General School Administration</b>	<b>Knox County Board of Education Policy</b>		
	<b>Bus Photograph/Video Retention and Viewing</b>	Descriptor Code:	Issued:
		<b>C-230</b>	<b>12/19</b>
		Reviewed:	Revised:
		<b>11/24</b>	<b>1/23</b>

## GENERAL

The Knox County Schools (KCS) system equips school buses with video camera systems which are intended to help school administrators monitor student behavior and safety and to help transportation supervisors assess driver performance. Video is also made available to law enforcement officials in certain circumstances in order to assist with investigations.

The video systems in place collect video and save it for a short period of time (24-48 hours). The video systems operate when buses are in operation, and since most buses are used on a daily basis, it would be unusual for a system to have video footage more than 48 hours old.

For the purposes of this policy, the term “video” is considered to include still photographs or still photographic frames captured from video files.

## SCHOOL SYSTEM PERSONNEL ACCESS TO SCHOOL BUS VIDEO

In order to maintain the integrity of bus video for disciplinary and legal actions, access must be limited, and chain of custody strictly maintained. Therefore, only school security officers and KCS Transportation Department personnel will be equipped and authorized to recover video storage cards from bus video systems. Additionally, the Knox County Schools Transportation Department will be the only school system entity to maintain the necessary technology to format the bus video files for viewing by school administrators and other persons or entities.

School principals, their designated representatives, and other district supervisory personnel may request video for a particular day and time period by contacting the Knox County Schools Transportation Department. The transportation department will arrange to retrieve the requested video and format it for viewing by the requesting administrator. Law enforcement officials may request video in the same manner, but KCS will consult with the Knox County Law Department and that department will review this request prior to the release of any video to ensure the Family Education Rights and Privacy Act and other student privacy statutes and regulations are not violated.

## VIDEO RETENTION

There is no expectation that the short duration daily video files captured by any KCS school bus video system will be archived.

School bus video which is formatted and provided to school administrators will be archived and retained for a minimum of one year or until any disciplinary or administrative action associated with the video is complete – whichever is greater.



It is presumed any video files provided to law enforcement will be archived by the receiving entity. Therefore, these video files will only be archived for one year by the Knox County Schools.

#### **PARENTAL ACCESS TO VIDEO**

Parent(s) or legal guardian(s) may request to view archived video that is associated with an incident or disciplinary action involving their (his, her) student. This request should be made in writing to the Chief of Communications for the Knox County Schools. If a principal receives a request for a bus video, that request must be forwarded to the Chief of Communications. The video will be prepared for viewing to ensure to the extent possible that no violation of any privacy statute or regulation would occur through the requested viewing.

Parents/legal guardians must view the prepared video in the presence of either a school principal, the Chief of Security, or his/her designee, or the Transportation Safety Officer.

If a parent or legal guardian wishes to view video that has been provided to a law enforcement agency, the parent must address that request directly to the appropriate law enforcement entity.

Copies of video will not be released except through appropriate legal discovery or court action.

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#### Legal References:

- Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §§ 1232g et seq.
- Balancing Student Privacy and School Safety: A Guide to the Family Educational Rights and Privacy Act for Elementary and Secondary Schools, U.S. Department of Education (October 2007), available at <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/safeschools/index.html>.

Approved as to Legal Form  
By Knox County Law Director 1/11/2024  
/Gary T. Dupler/Deputy Law Director

<u>Section C:</u>  <b>General School Administration</b>	<b>Knox County Board of Education Policy</b>		
	Descriptor Term:	Descriptor Code:	Issued:
	<b>Surveillance Photograph/Video Retention and Viewing</b>	<b>C-231</b>	<b>1/20</b>
		Reviewed: <b>11/24</b>	Revised: <b>4/24</b>

## GENERAL

The Knox County Schools (KCS) system equips schools with video camera systems which are intended to help school administrators monitor student behavior and to promote safety within the school as a whole. Video is also made available to law enforcement officials in certain circumstances in order to assist with investigations.

The video systems in place collect video and save it for a period of time (30 days). Video recordings may be stored for up to 30 days after initial recording, whereupon such recordings may be erased/overwritten. Video recordings stored after 30 days would be rare and may occur in areas without significant activity within a school.

For the purposes of this policy, the term “video” is considered to include still photographs or still photographic frames captured from video files as well as video from any camera permanently affixed to a school facility.

## SCHOOL SYSTEM PERSONNEL ACCESS TO SURVEILLANCE VIDEO

In order to maintain the integrity of surveillance video for disciplinary and legal actions, access must be limited, and chain of custody strictly maintained. Therefore, only school security officers and other KCS Security Department personnel will be equipped and authorized to recover videos and photographs from surveillance video systems. Additionally, school administrators will be able to access video for viewing, but the Knox County Schools Security Department will be the only school system entity to maintain the necessary technology to format the video files for viewing by other persons or entities.

School principals, their designated representatives, and other district supervisory personnel may request saved video for a particular day and time period by contacting the school’s security officer and/or the Knox County Schools Security Department. The security department will arrange to retrieve the requested video and format it for further use by the requesting administrator. Law enforcement officials may request video in the same manner, but KCS will consult with the Knox County Law Department and that department will review this request prior to the release of any video to ensure the Family Education Rights and Privacy Act and other student privacy statutes and regulations are not violated.

## VIDEO RETENTION

Unless there is an incident which requires disciplinary or administrative action, there is no expectation that the video files captured by any KCS school surveillance video system will be archived.

School surveillance video which is formatted and provided to school administrators will be archived and retained for a minimum of one year or until any disciplinary or administrative action associated with the video is complete – whichever is greater.

It is presumed any video files provided to law enforcement will be archived by the receiving entity. Such video files will be archived by the Knox County Schools and retained for one year or until any disciplinary or administrative action associated with the video is complete – whichever is greater.

## **PARENTAL ACCESS TO VIDEO**

Parent(s) or legal guardian(s) may request to view archived video that is associated with an incident or disciplinary action involving their (his, her) student. This request should be made in writing to the Chief of Communications for the Knox County Schools. If a principal receives a request for a video, that request must be forwarded to the Chief of Communications. The video will be prepared for viewing to ensure to the extent possible that no violation of any privacy statute or regulation would occur through the requested viewing.

Parents/legal guardians must view the prepared video in the presence of either a school principal, the Chief of Security, or his/her designee, or other district supervisory personnel.

If a parent or legal guardian wishes to view video that has been provided to a law enforcement agency, the parent must address that request directly to the appropriate law enforcement entity.

Copies of video will not be released except through appropriate legal discovery or court action.

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### Legal References:

- Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §§ 1232g et seq.
- T.C.A. § 10-7-504 (a)(4).
- Balancing Student Privacy and School Safety: A Guide to the Family Educational Rights and Privacy Act for Elementary and Secondary Schools, U.S. Department of Education (October 2007), available at <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/safeschools/index.html>.

Approved as to Legal Form

By Knox County Law Director 1/11/2024

/Gary T. Dupler/Deputy Law Director

<u>Section J:</u>  <b>General School Administration</b>	<b>Knox County Board of Education Policy</b>		
	Descriptor Term:	Descriptor Code:	Issued:
	<b>Accommodations for Restrooms and Changing Facilities</b>	<b>C-250</b>	<b>9/21</b>
		Reviewed:	Revised:
		<b>11/24</b>	<b>12/22</b>

All Knox County Schools shall, to the extent practicable, provide a reasonable accommodation to a student, teacher, or employee of the school who:

1. Desires greater privacy when using a multi-occupancy restroom or changing facility designated for the student's, teacher's, or employee's sex and located within the school building, or when using multi-occupancy sleeping quarters designated for the student's, teacher's, or employee's sex while the student, teacher, or employee is attending a public school-sponsored activity; and
2. Provides a written request for a reasonable accommodation to the school principal. If the student requesting a reasonable accommodation is under eighteen (18) years of age, then the student's parent or legal guardian must provide the written request on the student's behalf.<sup>1</sup>

The school principal shall evaluate the request on behalf of the school and, to the extent practicable, provide a reasonable accommodation. The principal shall issue a decision approving or denying the request in writing. If the principal denies the request, then the grounds for denial must be provided in the principal's written decision. A valid original birth certificate is to be provided to determine a student's sex at the time of birth.<sup>2</sup>

### **Definition**

A "reasonable accommodation" includes, but is not limited to, access to a single-occupancy restroom or changing facility or use of an employee restroom or changing facility. However, a reasonable accommodation does not include: access to a restroom or changing facility that is designated for use by members of the opposite sex while members of the opposite sex are present or could be present; requesting that a school construct, remodel, or in any way perform physical or structural changes to a school facility; or requesting that a school limit access to a restroom or changing facility that is designated for use by members of the opposite sex, if limiting access results in a violation of state or local building codes or standards.<sup>1</sup>

### **Appeal upon Denial**

1. If a written request for a reasonable accommodation is denied by the principal, then the student, teacher, or employee, or the student's parent or legal guardian, as applicable, may appeal the decision to the Knox County Schools Assistant Superintendent of Business and Talent, by submitting a written request for an appeal to the Assistant Superintendent of Business and Talent, within fifteen (15) calendar days of the individual's receipt of the principal's written decision denying their request for accommodation. The Assistant Superintendent of Business and Talent shall investigate and attempt to resolve the complaint within fifteen (15) calendar days of receipt of the written request for an appeal.

2. If a written request for a reasonable accommodation is denied by the Assistant Superintendent of Business and Talent, then the student, teacher, employee, or the student's parent or legal guardian, as applicable, may appeal the denial to the Director of Schools.
3. If a written request for a reasonable accommodation is denied by the Director of Schools, then the student, teacher, employee, or the student's parent or legal guardian, as applicable, may appeal the denial by requesting a hearing on the matter before an impartial hearing officer selected by the Knox County Board of Education.
4. To appeal the Director of School's decision, the student, teacher, employee, or the student's parent or legal guardian, as applicable, must give written notice to the Director of Schools of the individual's request for a hearing within fifteen (15) calendar days of the individual's receipt of the Director of School's decision denying the request for accommodation.
5. The Director of Schools shall name an impartial hearing officer within five (5) days following the Director of School's receipt of a request for a hearing.
  - (a) The impartial hearing officer shall notify all parties of the hearing officer's assignment and schedule a hearing no later than thirty (30) days following the Director of School's receipt of the individual's request for a hearing;
  - (b) The impartial hearing officer may conduct all or part of the hearing by telephone if each participant has an opportunity to participate by telephone;
  - (c) The hearing must be conducted privately; and
  - (d) The impartial hearing officer shall, within ten (10) days of the hearing's conclusion, provide a written decision to all parties.

### **Mandates**

Only those members of the same sex shall be allowed in a multi-occupancy restroom or changing facility designated for the student's, teacher's, or employee's sex within Knox County Schools' buildings.

Only those members of the same sex shall be allowed to share sleeping quarters with each other while at school or participating in school-sponsored activities, unless the member of the of the opposite sex is a family member of the student, teacher, or employee. In the case of the exception, there shall be separate quarters for the family members.

Single occupancy restrooms in Knox County Schools' buildings shall be marked as unisex.

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#### **Legal Reference:**

1. T.C.A. § 49-2-801 et seq.

#### **Cross Reference:**

- Knox County Board of Education Policy I-171 "Interscholastic Athletics."

Approved as to Legal Form

By Knox County Law Director 1/11/2024

/Gary T. Dupler/Deputy Law Director

<u>Section:</u>  <b>Human Resources</b>	<b>Knox County Board of Education Policy</b>		
	<b>Sexual Harassment and Sex-Based Discrimination</b>	Descriptor Code:	Issued:
		<b>C-260</b>	<b>7/23</b>
		Reviewed:	Revised:
		<b>11/24</b>	<b>4/24</b>

## PURPOSE

Knox County Schools does not discriminate on the basis of sex in its education programs and activities. The purpose of this policy is to prohibit sexual harassment and sex-based discrimination and outline guidelines for identifying, addressing, and disciplining sexual harassment and sex-based discrimination.

## SCOPE

This policy applies to all Knox County School students, district employees, and other third parties as it relates to interactions with or between students.

## DEFINITIONS

Title IX of the Education Amendments of 1972 (Title IX) specific definitions:

1. **Complainant** is an individual who is alleged to be the victim of conduct that could constitute a violation of this policy.
2. **Respondent** is an individual who has been reported to be the perpetrator of conduct that could constitute a violation of this policy.
3. **Discrimination** means unlawful treatment, including harassment and sexual misconduct, toward an individual based on classifications protected by state and federal laws which includes but is not limited to discrimination based on sex.
4. **Formal Complaint** means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the District investigate the allegation of sexual harassment. The formal complaint must contain the complainant's physical or digital signature. At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the education program or activity of the District with which the formal complaint is filed. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail.
5. **Sexual harassment** means conduct on the basis of sex that satisfies one or more of the following:
  - a. An employee of the District conditioning the provision of an aid, benefit, or service of the District on an individual's participation in unwelcome sexual conduct;
  - b. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity;

c. Activity that meets the definitions of sexual assault as defined in 20 U.S.C 1092(f)(6)(A)(v), dating violence as defined in 34 U.S.C. 12291(a)(10), domestic violence as defined in 34 U.S.C. 12291(a)(8), or stalking as defined in 34 U.S.C. 12292(a)(30).

d. Behaviors that constitute sexual harassment may include, but are not limited to:

1. Sexually suggestive remarks;
2. Verbal harassment or abuse;
3. Sexually suggestive pictures;
4. Sexually suggestive gesturing;
5. Harassing or sexually suggestive or offensive messages which are written and/or electronic;
6. Subtle or direct propositions for sexual favors; and
7. Touching of a sexual nature.

6. **Supportive Measures** means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the recipient's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the District's educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, restrictions on contact between the parties, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The District must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the District to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

## REPORTING

Alleged victims of sexual harassment or sex-based discrimination, or their parents or legal guardians, shall report these incidents immediately to the Principal, building level administrator, or Title IX Coordinator. Any reports made to staff should be forwarded to the Principal or building level administrator immediately but no later than 24 hours of the expressed concern. Anonymous reports may be made; however, disciplinary action may not be based solely on an anonymous report. Formal complaints of sexual harassment may be filed with the Title IX Coordinator in person, via mail, or email at [titleix@knoxschools.org](mailto:titleix@knoxschools.org), or by visiting <http://www.knoxschools.org/titleix> and completing the online Title IX incident report form.

Any employee or member of the board of education who has knowledge of sexual harassment or allegations of sexual harassment occurring in the education program, any activity of the school system, or the work environment must report that information immediately to the Title IX Coordinator.

## GRIEVANCE PROCESS

The District shall establish a Title IX grievance procedure to resolve Title IX complaints adequately, reliably, impartially, and promptly. The Title IX grievance procedure shall be updated and published on the District's website in accordance with Title IX requirements. For more information regarding Title IX, visit <https://www.knoxschools.org/titleix>.

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### Legal References:

1. 34 CFR § 106 et seq.
2. 20 U.S.C. § 1092.
3. 34 U.S.C. § 12291.

### Cross References:

- Knox County Board of Education Policies G-220, J-110, J-210, J-211.

Approved as to Legal Form  
By Knox County Law Director 1/11/2024  
/Gary T. Dupler/Deputy Law Director



<u>Section: C</u>  <b>General School Administration</b>	<b>Knox County Board of Education Policy</b>		
	<b>Threat Assessment Team</b>	Descriptor Code:	Issued:
		<b>C-270</b>	<b>11/23</b>
		Reviewed:	Revised:
		<b>11/24</b>	

Knox County Schools has established a threat assessment team within the school district and will continue to maintain a threat assessment team. The purpose of the threat assessment team is to develop comprehensive intervention-based approaches to prevent violence, manage reports of potential threats, and create a system that fosters a safe, supportive, and effective school environment.

The threat assessment team must include Knox County Schools personnel and law enforcement personnel. Knox County Schools' threat assessment team may include juvenile services personnel, a representative of the local district attorney's office, a representative of the department of children's services, and mental health service providers.

The district threat assessment team shall comply with pertinent requirements in state and federal law. Documents produced or obtained by the threat assessment team pursuant to this policy and T.C.A. § 49-6-2701 are not open for public inspection. Threat assessment team meetings do not constitute an open meeting as defined in Tennessee law.

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Legal Reference:

1. T.C.A. § 49-6-2701.

Cross References:

- Knox County Board of Education Policy J-552 Student Education Records
- Knox County Board of Education Policy J-580 Student Suicide Prevention.

Approved as to Legal Form  
 By Knox County Law Director 1/11/2024  
*/Gary T. Dupler/Deputy Law Director*

<u>Section D:</u>  <b>Fiscal Management</b>	<b>Knox County Board of Education Policy</b>		
	<b>Fiscal Management Goals and Objectives</b>	Descriptor Code:	Issued:
		<b>D-100</b>	<b>7/95</b>
		Reviewed:	Revised:
		<b>1/25</b>	<b>3/25</b>

The Board shall practice sound fiscal management procedures which guarantee maximum use of all resources provided.

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

1. To engage in advance planning, sharing information, and seeking input with school administrators, department heads, and central administration; and to share plans and seek input from the community at large (beginning no later than three months prior to budget approval) through the hosting of community budget meetings, individual meetings with citizen stakeholder groups, and the utilization of appropriate social media platforms;
2. To effectively appropriate available funding in providing quality education for the system's students;
3. To utilize all available techniques for budget development and management, and to ensure financial resources are effectively allocated and used to support district goals and objectives;
4. To provide timely and appropriate information to all staff with fiscal management responsibilities;
5. To require school administration, in accordance with local, state, and federal guidelines, to establish efficient procedures for accounting, reporting, purchasing, delivery and inventory, payroll, payment of vendors and contractors, and all other areas of fiscal management; and
6. To establish and maintain internal controls, which shall provide reasonable assurance that—
  - a) Obligations and costs comply with applicable law;
  - b) Funds, property, and other district assets are safeguarded against waste, loss, unauthorized use, or misappropriation; and
  - c) Revenues and expenditures are properly recorded and accounted for to permit the preparation of accurate and reliable financial and statistical reports and to maintain accountability over the school district's assets.<sup>1</sup>

Legal Reference:

1. T.C.A. § 9-18-102(a).

Approved as to Legal Form  
 By Knox County Law Director 1/17/2025  
*/Gary T. Dupler/Deputy Law Director*

<u>Section D:</u>  <b>Fiscal Management</b>	<b>Knox County Board of Education Policy</b>		
	Descriptor Term:	Descriptor Code:	Issued:
	<b>Annual Operating Budget</b>	<b>D-110</b>	<b>7/95</b>
		Reviewed:	Revised:
		<b>11/24</b>	<b>5/21</b>

The school system budget is the operational plan stated in financial terms which describe the programs to be conducted during the fiscal year which begins July 1 and ends June 30 of the following year.

### **PREPARATION PROCEDURES**

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

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

### **HEARING AND REVIEWS**

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

### **FINAL ADOPTION PROCEDURE**

The Board shall adopt a budget request and submit it to the County Mayor on or before May 1 of each year.<sup>1</sup>

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

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#### **Legal References:**

1. Knox County Ordinance 90-9-122.

Approved as to Legal Form  
By Knox County Law Department 1/11/2024  
/Gary T. Dupler/Deputy Law Director

<u>Section D:</u>  <b>Fiscal Management</b>	<b>Knox County Board of Education Policy</b>		
	Descriptor Term:	Descriptor Code:	Issued:
	<b>State and Federal Aid Eligibility Determination</b>	<b>D-120</b>	<b>7/95</b>
		Reviewed:	Revised:
		<b>11/24</b>	<b>2/17</b>

In order to ensure comparability of services<sup>1</sup> from local, state, and federal funds in all of its schools, the Board shall ensure that:

1. A system-wide salary schedule is adopted annually;
2. Teachers, principals, and support personnel are assigned to schools on an equitable basis according to grade levels and need; and
3. Curriculum materials and instructional supplies are provided to schools on an equitable basis according to grade levels and need.

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

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Legal Reference:

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

Approved as to Legal Form  
By Knox County Law Department 1/11/2024  
/Gary T. Dupler/Deputy Law Director

<u>Section D:</u>  <b>Fiscal Management</b>	<b>Knox County Board of Education Policy</b>		
	<b>Donations, Gifts, and Bequests</b>	Descriptor Code:	Issued:
		<b>D-130</b>	<b>7/95</b>
		Reviewed:	Revised:
		<b>11/24</b>	<b>4/24</b>

The Director of Schools is authorized to accept donations, gifts, and bequests to the school system and may designate others to accept donations, gifts, and bequests for particular schools on behalf of the Board.<sup>1</sup>

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

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

1. Unless otherwise expressly specified in writing, all property contributed, given, or otherwise placed on school premises shall become school system property subject to the same controls and regulations that govern the acquisition and use of other school-owned property.
2. Individuals or organizations who desire to donate services, supplies or equipment shall consult with the Director of Schools or the Director's designee regarding the feasibility of accepting such donations.
3. Any proposed donation of services, supplies, or equipment that may involve material initial or ongoing financial commitments from general school funds shall be presented by the Director of Schools' office to the Board for consideration and approval.
4. Any donation, gift, or bequest twenty-five thousand dollars (\$25,000) or greater shall be reviewed and approved by the Board of Education prior to receipt.

#### **GIFT CARDS**

Gift cards donated by a vendor, organization or individual as part of a sponsorship or donation to the district must be used for the benefit of the school system and not for personal use. Employees are prohibited from accepting items of material value from individuals, companies or organizations doing business with the school system. See Policy G-170 for further information.

Gift cards received from a vendor or individual to benefit the district must be kept in a secure environment with restricted access. Upon receipt of the card, relevant card information must be recorded on a log or register, noting:

1. Date card was received;
2. Employee in receipt of card with corresponding initials verifying acceptance;
3. Individual, organization, or vendor donating the card;

4. Company or vendor in which the card is to be redeemed;

5. Value of the card; and

6. Date card was used (and by whom) along with the initials and accompanying receipts.

A reconciliation must be performed by an individual other than the custodian of the card to ensure receipts are appropriate, balance remaining on the card (if any), along with the signed approval by the department head. Such reconciliation must accompany and be filed along with the log or register.

For gift card purchases, see Policy D-230 Purchasing.

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Legal Reference:

1. T.C.A. § 49-6-2006(a).

Cross References:

- Knox County Board of Education Policy D-230 Purchasing.
- Knox County Board of Education Policy G-170 Staff Gifts and Solicitations.

Approved as to Legal Form

By Knox County Law Director 1/11/2024

/Gary T. Dupler/Deputy Law Director

<u>Section D:</u>  <b>Fiscal Management</b>	<b>Knox County Board of Education Policy</b>		
	<b>Receipt of Funds at School Level</b>	Descriptor Code:	Issued:
		<b>D-140</b>	<b>7/95</b>
		Reviewed:	Revised:
		<b>11/24</b>	<b>4/24</b>

## BOARD ALLOCATIONS

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

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

Board of Education allocations must be accompanied by an approved budget. These allocations must supplement (not replace) Board obligations and must not include items that have been determined to be a Board responsibility. All purchases requiring bids or contracts (including leases) must be approved, executed, and maintained by the Board.<sup>1</sup>

## SCHOOL FEES

Fees must not be required of any Tennessee student as a condition for school attendance, enrollment in any class or course, or for using school equipment.<sup>2</sup> School fees are assessed by individual schools for various purposes. The purpose and amounts of all fees shall be approved as provided for in Policy J-560 Student Fees and Fines.

## FINES

A student shall be held responsible for the cost of replacing any materials or property which the student loses or damages<sup>3</sup>, including textbooks, library books, equipment and buildings.

### Legal References:

1. Internal School Funds Manual, Section 4, Title 9, pg. 4-5.
2. T.C.A. § 49-6-3001(a); Internal School Funds Manual, Section 4, Title 9, pg. 4-5.
3. Internal School Funds Manual, Section 4, Title 9, pg. 4-56.

Approved as to Legal Form  
By Knox County Law Director 1/5/2024  
/Gary T. Dupler/Deputy Law Director

<u>Section D:</u>  <b>Fiscal Management</b>	<b>Knox County Board of Education Policy</b>		
	Descriptor Term:	Descriptor Code:	Issued:
	<b>Deposit of Funds</b>	<b>D-150</b>	<b>7/95</b>
		Reviewed: <b>11/24</b>	Revised: <b>2/17</b>

Monies received for deposit to funds other than the internal school funds shall be forwarded to the Finance Department and deposited with the Knox County Trustee within three (3) business days.

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By Knox County Law Director 1/11/2024  
*/Gary T. Dupler/*Deputy Law Director



<u>Section D:</u>  <b>Fiscal Management</b>	<b>Knox County Board of Education Policy</b>		
	Descriptor Term:  <b>Bonded Employees</b>	Descriptor Code:	Issued:
		<b>D-160</b>	<b>4/08</b>
		Reviewed:	Revised:
		<b>11/24</b>	

The Director of Schools and all other employees who handle school monies shall be bonded in order to indemnify the school system against the loss of any funds.<sup>1</sup>

Legal References:

1. T.C.A. § 8-19-101 through 103, T.C.A. § 49-2-110(a)(1).

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By Knox County Law Director 1/11/2024  
/Gary T. Dupler/Deputy Law Director

<u>Section D:</u>  <b>Fiscal Management</b>	<b>Knox County Board of Education Policy</b>		
	Descriptor Term:	Descriptor Code:	Issued:
	<b>Accounting System</b>	<b>D-170</b>	<b>7/95</b>
		Reviewed:	Revised:
		<b>11/24</b>	<b>2/17</b>

In accordance with the Charter of Knox County and all applicable local, state, and federal guidelines, the Director of Schools shall maintain a system of fund accounting, organized according to the regulations prescribed by the Tennessee Commissioner of Education, and that provides a detailed and accurate accounting for all receipts and disbursements of the district.<sup>1</sup>

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

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Legal References:

1. T.C.A. § 49-2-301 (b)(D).
2. T.C.A. § 49-2-110(a).

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By Knox County Law Director 1/11/2024  
/Gary. T. Dupler/Deputy Law Director

<u>Section D:</u>  <b>Fiscal Management</b>	<b>Knox County Board of Education Policy</b>		
	<b>Financial Reports</b>	Descriptor Term:	Descriptor Code:
			Issued:
		<b>D-171</b>	<b>7/95</b>
		Reviewed:	Revised:
		<b>11/24</b>	<b>2/17</b>

The Executive Committee shall submit to the Board at each regular Board meeting a report of all committee business transacted since the last regular meeting.<sup>1</sup>

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

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

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Legal References:

1. T.C.A. § 49-2-206(b)(5).

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By Knox County Law Director 3/18/2024  
*/Gary T. Dupler/*Deputy Law Director

<u>Section D:</u>  <b>Fiscal Management</b>	<b>Knox County Board of Education Policy</b>		
	Descriptor Term:  <b>Audits</b>	Descriptor Code:	Issued:
		<b>D-172</b>	<b>3/00</b>
		Reviewed:	Revised:
		<b>11/24</b>	<b>3/17</b>

1	
2	An annual audit of all fiscal accounts of the district shall be performed by an independent certified public
3	accountant following the end of the fiscal year. <sup>1</sup>
4	
5	The Director of Schools shall make the annual audit report available to the proper authorities as prescribed
6	by law.
7	
8	When an administrative change occurs during the fiscal year and the position is responsible for the
9	expenditure of funds, a detailed review of accounts involved shall be performed by the district's Finance
10	Department to the extent of the scope defined by the Board or the Director of Schools.
11	
12	Should the employment of a school principal or bookkeeper be terminated, that school's accounts shall be
13	reviewed and reconciled in detail by the district's Finance Department, and no further financial
14	transactions shall take place until a new principal or other responsible person is assigned by the Director
15	of Schools.
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34	Legal Reference:
35	1. T.C.A. § 9-3-211.
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38	Approved as to Legal Form
39	By Knox County Law Director 3/18/2024
40	/Gary T. Dupler/Deputy Law Director
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<u>Section D:</u>  <b>Fiscal Management</b>	<b>Knox County Board of Education Policy</b>		
	Descriptor Term:  <b>Payroll</b>	Descriptor Code:	Issued:
		<b>D-190</b>	<b>7/95</b>
		Reviewed:	Revised:
		<b>11/24</b>	<b>1/25</b>

Salaried personnel shall be paid in twelve equal monthly installments on the 25th (or the last working day preceding the 25th) of each calendar month. Hourly personnel shall be paid on a biweekly basis.

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

1. Federal income tax, Social Security tax, and Medicare tax;
2. Retirement contributions;
3. Insurance premiums;
4. Court-ordered garnishments;
5. Unauthorized absences; and
6. The cost of a criminal background check.

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By Knox County Law Director 11/22/2024  
/Gary T. Dupler/Deputy Law Director

<u>Section D:</u>  <b>Fiscal Management</b>	<b>Knox County Board of Education Policy</b>		
	<b>Expenses and Reimbursements</b>	Descriptor Code:	Issued:
		<b>D-200</b>	<b>7/95</b>
		Reviewed:	Revised:
		<b>11/24</b>	<b>1/25</b>

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

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

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

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By Knox County Law Director 11/22/2024  
*/Gary T. Dupler/Deputy Law Director*

<u>Section D:</u>  <b>Fiscal Management</b>	<b>Knox County Board of Education Policy</b>		
	<b>Inventories</b>	Descriptor Code:	Issued:
		<b>D-210</b>	<b>7/95</b>
		Reviewed:	Revised:
		<b>11/24</b>	<b>3/17</b>

The Director of Schools shall establish accurate inventory procedures for all district real and personal property, in compliance with the [Procurement Code of Knox County](#). Administrative personnel shall ensure that a physical count of all such property is taken at the end of each fiscal year and at the time of principal reassignments. The results of any physical count of inventory shall be properly entered in the appropriate records for accounting purposes.

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By Knox County Law Director 3/18/2024  
/Gary T. Dupler/Deputy Law Director

Section D:  <b>Fiscal Management</b>	<b>Knox County Board of Education Policy</b>		
	Descriptor Term:	Descriptor Code:	Issued:
	<b>Capital Asset Investment and Management</b>	<b>D-211</b>	<b>5/16</b>
		Reviewed: <b>11/24</b>	Revised: <b>3/23</b>

I. Purpose:

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

II. Definitions:

- A. Capital Asset – A capital asset is property that is used in district operations and has an initially estimated useful life in excess of three years following the date of acquisition.
- B. Capital Improvement Plan (CIP) – The plan that describes the acquisition and/or construction of capital facilities and assets (capital projects) and associated funding sources the district intends to undertake during future fiscal years.
- C. Capital Project – Construction projects and capital purchases that generally cost in the aggregate more than \$100,000 and/or have an initially estimated useful life greater than seven years.
- D. Capitalization Threshold – The monetary criterion used to determine whether a given capital asset should be reported as a long lived asset subject to depreciation in the financial statements.
- E. Depreciation – The systematic and rational allocation of the acquisition cost of a capital asset over its useful life.
- F. Operating Budget – Annual expense plan that details the expected costs associated with providing district services.

III. Policy:

- A. The purpose of the CIP is to document the planning, scheduling, approval, and anticipated financing for capital projects over a rolling multi-year period.
- B. Construction projects and capital asset purchases that generally cost in the aggregate more than \$100,000 and/or have a useful life of greater than seven years are included in the CIP.



C. The Director of Schools is to prepare CIP project proposals and present the requests to the Board. Once a request has been approved by the Board, the request shall be forwarded to the Knox County Department of Finance.

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

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

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

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

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

H. Capital assets that meet the capitalization threshold and, therefore, are recorded as district assets are depreciated, the exception being land, which is not depreciated. Depreciation is calculated using the straight-line method over the estimated useful lives of classes of assets, which are:

<u>Asset Class</u>	<u>Useful Life (Years)</u>
Buildings	45
Land Improvements	10-20
Public Doman Infrastructure	40
System Infrastructure	25
Vehicles	5
Machinery and Equipment	5-20
Intangible Assets	5-10

- I. Any capital assets that are declared surplus property shall be disposed of in accordance with the [Procurement Code of Knox County](#).

IV. Quality Control and Quality Assurance:

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

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By the Knox County Law Department 3/18/2024  
/Gary T. Dupler/Deputy Law Director

<u>Section D:</u>  <b>Fiscal Management</b>	<b>Knox County Board of Education Policy</b>		
	Descriptor Term:	Descriptor Code:	Issued:
	<b>Surplus Property</b>	<b>D-220</b>	<b>7/95</b>
		Reviewed:	Revised:
		<b>11/24</b>	<b>3/17</b>

It is the Board's intent that surplus property shall be disposed of in accordance with the [Procurement Code of Knox County](#).<sup>1</sup>

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

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

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Legal References:

1. T.C.A. § 49-6-2007(a).
2. T.C.A. § 49-6-2208(b).

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By Knox County Law Director 3/18/2024  
/Gary T. Dupler/Deputy Law Director

<u>Section:</u>  <b>Fiscal Management</b>	<b>Knox County Board of Education Policy</b>		
	Descriptor Term:  <b>Purchasing</b>	Descriptor Code:	Issued:
		<b>D-230</b>	<b>7/95</b>
		Reviewed:	Revised:
		<b>11/24</b>	<b>4/24</b>

The Board will purchase competitively and seek maximum educational value for every dollar expended. Purchasing will be done in compliance with the [Procurement Code of Knox County](#) and in accordance with [Knox County Purchasing Regulations](#) and Knox County Purchasing Electronic Commerce Card Program.<sup>1</sup>

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

## **ROUTINE PURCHASES**

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

## **SPECIAL PURCHASES**

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

## **EMERGENCY PURCHASES**

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

Purchases made by anyone not authorized by the appropriate officials shall become the personal responsibility of the persons making the purchase agreement. The Board will not, under any

circumstances, be responsible for payment for any material or supplies purchased by unauthorized individuals or in an unprescribed manner.

#### **PURCHASING AUTHORITY**

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

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

#### **LOCAL PURCHASING**

The Board will purchase locally whenever other conditions are comparable.

#### **COOPERATIVE PURCHASING**

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

#### **GIFT CARDS**

The use of gift cards to make school related purchases is prohibited. Although the purchase of gift cards under any circumstances is discouraged, the district recognizes that schools and/or departments may want to purchase gift cards to be distributed as awards or incentives to a student or other third party. Gift cards must be kept in a secure environment with restricted access. Upon the purchase of each card, relevant card information must be recorded on a log or register, noting:

1. Date card was purchased and by whom;
2. Employee given receipt of the card (must be independent of purchaser of the card) with corresponding initials indicating acknowledgement of receipt;
3. Vendor from which the card was purchased;
4. Value of the card; and
5. Individual (e.g. student or third party) to whom the card is ultimately issued to (including date).

Weekly reconciliations (along with the date reconciled) must be performed by an individual other than the custodian of the card to ensure information on the gift card log or register matches the actual cards on hand. The reconciliation should include ensuring gift cards have not been used while in custody and retained with a lower value than the original purchase amount. The reconciler should record the date and results (e.g. value of amount reconciled, any discrepancies noted, etc.) of the reconciliation, along with their signature. Reconciliations must also be signed by the department head.

Gift cards cannot be purchased for the benefit of employees or to pay vendors for goods and services. Gift cards cannot be purchased using federal, state, county, or other types of grants unless the terms and conditions of the grant permits such purchase.

The district must comply with the Internal Revenue Service regulations governing gift cards under IRS Section 132 in that some gift cards are considered taxable and reportable income to the recipient on IRS Form 1099-MISC if the value of the card(s) is \$600 or more in any calendar year.

If gift cards are received from a vendor, organization or individual as part of a sponsorship or donation to the district, see Policy D-130 Donations, Gifts, and Bequests.

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Legal Reference:

1. T.C.A. § 49-2-206(3); T.C.A. § 6-36-115.

Cross Reference:

- Knox County Board of Education Policy D-130 Donations, Gifts, and Bequests.

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By Knox County Law Director 1/11/2024  
/Gary T. Dupler/Deputy Law Director

\Section D:  <b>Fiscal Management</b>	<b>Knox County Board of Education Policy</b>		
	Descriptor Term:	Descriptor Code:	Issued:
	<b>Purchase Orders, Contracts and Requisitions</b>	<b>D-232</b>	<b>7/95</b>
		Reviewed:	Revised:
		<b>11/24</b>	<b>3/17</b>

All district purchases are to be made in accordance with the Board approved purchasing policy and in compliance with the [Procurement Code of Knox County](#).

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

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

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By Knox County Law Director 3/18/2024  
/Gary T. Dupler/Deputy Law Director

\Section D:  <b>Fiscal Management</b>	<b>Knox County Board of Education Policy</b>		
	Descriptor Term:  <b>Technology Purchases</b>	Descriptor Code:	Issued:
		<b>D-233</b>	<b>3/21</b>
		Reviewed:	Revised:
		<b>11/24</b>	<b>1/25</b>

## PURPOSE

This policy is to ensure that the procurement of information technology (IT) hardware and software is consistent across the Knox County school district. This is to facilitate the management and accountability for all technology as well as to ensure that due diligence is performed to review privacy and compatibility with existing systems prior to execution of a purchase.

Therefore, all technology purchases shall be reviewed and approved by the Chief Technology Officer (CTO), or the CTO's designee. This includes both hardware and software purchases using district (state, local and federal funds) or internal school funds. Further, the CTO will implement a process for the centrally controlled procurement of all technology related items whether they are durable or consumable and regardless of the source of funding.

This policy applies to all technology resources and related services owned, used or operated by the Knox County Schools, regardless of the source of funding, location or intended purpose. These resources include but are not limited to: Computers and servers of any form; Software and information systems; Technology services, consulting, and maintenance contracts; Peripheral equipment (e.g. printers, scanners, etc.); Network devices; Television, audiovisual, hand held radio devices, surveillance and projection equipment; and door locking, alarm, and environmental monitoring equipment.

## HARDWARE

Hardware technology purchases include but are not limited to desktop and mobile computers, tablets, calculators, digital video and still cameras, interactive boards and panels, projectors and the various accessories and peripheral devices that may be needed to complement the technology hardware.

## SOFTWARE

Software includes both paid and free software applications, including websites or web-based applications that require staff or student information to function.

## TECHNOLOGY PURCHASE SYSTEM

The Information Technology (IT) Department will maintain a technology request system to facilitate purchasing approved technology items through the district. The system will adhere to all [procurement regulations of Knox County](#) and all procurement and accountability policies of the Board of Education.

If a school or department requires an item not found in the request system, a request can be sent to [trs@knoxschools.org](mailto:trs@knoxschools.org) for review and verification that the item meets both the needs and constraints of the Knox County Schools. Upon verification by the CTO, or the CTO's designee, the requestor will be



1 notified, and procurement may proceed. Should the request be denied, alternate hardware or software  
2 that may meet the requestor's need may be reviewed or proposed.  
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47 By Knox County Law Department 11/22/2024  
48 /Gary T. Dupler/Deputy Law Director  
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<u>Section D:</u>  <b>Fiscal Management</b>	<b>Knox County Board of Education Policy</b>		
	Descriptor Term:  <b>Internal School Funds</b>	Descriptor Code:	Issued:
		<b>D-241</b>	<b>3/17</b>
		Reviewed:	Revised:
		<b>11/24</b>	<b>1/25</b>

## MANAGEMENT AND ACCOUNTING SYSTEM

The Board authorizes each school to receive activity funds, such as athletic funds, student organization funds, and any other funds belonging to a student group, class, or activity, and other internal school funds, such as athletic gate receipts and school class funds.<sup>1</sup>

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

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

Each principal is to manage and account for activity funds and other internal school accounts under the principal's jurisdiction in accordance with the [\*Internal School Funds Manual\*](#) (ISFM).<sup>2</sup>

## FINANCIAL RECORDS

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

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

## INTERNAL CONTROL SYSTEM

Control systems must be in place, at each school, to provide reasonable, but not absolute, assurance that internal school funds are spent and any related inventories are used in accordance with laws, regulations, and policies; internal school funds and related inventories are safeguarded against waste, theft, loss, and misuse; and accurate and reliable financial information can be obtained, maintained, and fairly presented and reported.<sup>3</sup>

## ANNUAL BUDGETS BY EACH SCHOOL PRINCIPAL

The budget is an estimated plan of anticipated revenues and proposed expenditures for a given fiscal year. Tennessee public schools have a fiscal year beginning July 1 and ending June 30. The internal school funds budget is not considered legally adopted.

Each principal shall prepare each fiscal year, a budget for the internal school general fund presenting a beginning general fund balance, estimated annual revenues, proposed annual expenditures, and the estimated general fund balance at the end of the fiscal year. For each restricted fund account, the principal shall prepare a budget presenting separately each restricted fund's beginning account balance, estimated

1 annual revenues, proposed annual expenditures, and the estimated restricted account balance at the end  
2 of the fiscal year.

3  
4 As soon as possible after the school year begins, participating students, in consultation with their activity  
5 or club sponsors, shall develop and adopt budgets that will be used during the fiscal year to account for  
6 their activity or club. Each activity or club sponsor shall submit a copy of the fiscal year budget to the  
7 principal to be included in a comprehensive school budget that is submitted to the Board through the  
8 Director of School's office.<sup>4</sup> Each activity or club budget should include a written plan for all fundraising  
9 activities, and the appropriate school fundraiser authorization for each event should be obtained as part  
10 of the budgeting process. The internal school funds budgetary schedules are not required to be presented  
11 within Knox County Government's financial report because the internal school funds budget is not  
12 considered legally adopted.<sup>4</sup>

### 13 14 **DONATIONS, GIFTS, AND BEQUESTS**

15  
16 The Director of Schools is authorized to accept donations, gifts, and bequests to the district and may  
17 designate others to accept donations, gifts, and bequests for particular schools on behalf of the Board.<sup>5</sup>  
18 Any donation, gift, or bequest twenty-five thousand dollars (\$25,000) or greater shall be reviewed and  
19 approved by the Board prior to receipt.

20  
21 Legally restricted donations or allocations to individual schools must be used in accordance with the  
22 stipulations placed on their use by the contributor. Any stipulations governing the use of the funds should  
23 be documented in writing by the contributors.

24  
25 See [Board Policy D-130 Donations, Gifts, and Bequests](#).

### 26 27 **RECEIPT OF FUNDS**

28  
29 Schools receive funds from many activities and events, and student activity funds shall be deposited in  
30 respective school activity accounts.<sup>5</sup>

31  
32 Most often, this money is handled by one or more persons before it is recorded in the school's cash  
33 receipts journal by the designated school employee. The school principal, however, becomes accountable  
34 for the funds when money is initially received by employees, officials, or volunteers acting in their official  
35 capacity.<sup>6</sup>

36  
37 School funds are not considered to include those of organizations composed of parents and teachers or  
38 parents and students working in coordination, including, but not limited to, appropriately organized and  
39 approved School Support Organizations as described in [Policy D-250](#).

### 40 41 **MONEY COLLECTED FOR THE BOARD**

42  
43 Money collected from students on behalf of the Board (for example, for Driver's Education) must be  
44 deposited in the school bank account with other school funds and transferred to the Board.<sup>7</sup>

### 45 46 **BONDED EMPLOYEES**

47  
48 All employees who handle school monies must be bonded in order to indemnify the district against the  
49 loss of any funds.<sup>8</sup>

**AUDITS**

An annual audit of all student activity funds and other internal school funds shall be performed by certified public accountants following the end of the fiscal year.<sup>9</sup>

Other periodic reviews of internal school funds may be performed by the district's Finance Department, as long as those reviews are performed in accordance with the standards established by the Tennessee Comptroller of the Treasury.<sup>10</sup>

**PETTY CASH**

Individual schools may maintain petty cash funds.<sup>11</sup>

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

**INVESTMENTS**

Excess internal school fund money should be invested to maximize interest earnings. All investments of internal school funds should comply with state statutes. Each investment must be approved by the Director of Schools or the Director's designee.<sup>12</sup>

**PURCHASING**

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

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

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

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

**PURCHASING CARDS**

Knox County Schools personnel will practice sound fiscal management of system purchase cards in compliance with the [ISFM](#). All purchase card users must comply with Knox County Board of Education (KCBOE) Purchase Card Procedures. No employee shall be granted permission to use or access a school system purchase card until signing the Purchase Card User Agreement.

Each school's principal may request, through the Director of Schools (or designee), a purchase card in the name of his/her school. Purchase cards not currently in use should be stored in a safe.

A listing shall be maintained of all issued purchase cards as well as all authorized users. The Director of Schools (or designee) will assign each card a per transaction limit and per day limit. When multiple employees are permitted to use one purchase card, a separate log shall be maintained for each card. The log will include columns for, but not limited to: (1) Date signed In/Out, (2) Employee Name, (3) Employee signature, and (4) Card number. The purchase card user must initial each entry twice (time of check out and time of return).

Any time an authorized purchase card user departs from his/her employment with KCBOE, or departs into another assigned role, or transfers to another department or school, the listing of issued cards must be checked and inventoried.

No school system purchase card should be utilized for personal reasons and/or cash advances. Authorized users must submit timely statements/invoices/receipts in compliance with KCBOE Purchase Card Procedures. Any employee violating the terms of this policy or the corresponding procedures could face disciplinary action up to and including termination.

The respective principal and Director of Schools (or designee) must be notified immediately regarding any lost or stolen cards. The Director of Schools (or designee) must also ensure that card statements are paid in full each month to prevent the school system from incurring finance charges. Copies of any statement shall be made available to the Director of Schools (or designee), principal, internal auditors, external auditors, and/or Board members upon request.

Some purchase card agreements offer premium or bonus incentives upon purchases made. Premiums that consist of cash must be deposited into the school system's general fund. Premiums that consist of non-cash items or rewards must be used for the benefit of the school system.<sup>13</sup>

#### Legal References:

1. T.C.A. § 49-2-110(a).
2. T.C.A. § 49-2-110(d).
3. T.C.A. § 9-18-102; Internal School Funds Manual Section 4: Title 2, pg. 4-6.
4. Internal School Funds Manual Section 4: Title 11, pg. 4-58.
5. T.C.A. § 49-6-2006(a).
6. Internal School Funds Manual Section 5: Title 2, pg. 5-2 through 5-3.
7. Internal School Funds Manual Section 4: Title 9, pg. 4-56.
8. T.C.A. § 8-19-101 through 103, TCA § 49-2-110(a)(1); Internal School Funds Manual Section 3: Title 1, pg. 3-1.
9. T.C.A. § 49-2-112(a); TCA § 6-36-112; Internal School Funds Manual Section 3: Title 1, pg. 3-1.
10. Internal School Funds Manual Section 2: Title 1, pg. 2-1.
11. Internal School Funds Manual Section 5: Title 5, pg. 5-19.
12. Internal School Funds Manual Section 6: Title 1, pg. 6-1.
13. Internal School Funds Manual Section 4: Title 2, pg. 4-11 through 4-18.

#### Cross Reference:

- Knox County Board of Education Policy D-250 School Support Organizations.

Approved as to Legal Form  
By Knox County Law Director 11/22/2024  
/Gary T. Dupler/Deputy Law Director

<u>Section D:</u>  <b>Fiscal Management</b>	<b>Knox County Board of Education Policy</b>		
	<b>School Support Organizations</b>	Descriptor Code:	Issued:
		<b>D-250</b>	<b>4/08</b>
		Reviewed:	Revised:
		<b>11/24</b>	<b>8/22</b>

## INTRODUCTION

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

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

## REPORTING AND RECORDS

The Director of Schools or the Director's designee shall annually post a list of organizations that are recognized as School Support Organizations on the school district's web site.<sup>1</sup>

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

## PROCEDURES

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

1. Any agreement between the Board and a School Support Organization shall be in writing and signed by the principal of the school, the Director of Schools or the Director's designee and an authorized agent of the School Support Organization seeking authorization. This agreement shall contain, at a minimum, the following provisions:
  - a. An agreement to abide by any policies and procedures regarding School Support Organizations; and,
  - b. An agreement to indemnify the Board, the Director of Schools and all other agents of the district for the actions of the School Support Organization.
2. Prior to entering into any agreement, a School Support Organization shall submit the following to the Director of Schools or the Director's designee:
  - a. Documentation confirming the School Support Organization's status as a nonprofit organization, foundation, or a chartered member of a nonprofit organization or foundation.
  - b. A written statement of the goals and objectives of the group or organization.

c. The name, address, and telephone number of the principal contact person for the group or organization as well as the telephone number, address, and position of each officer of the group or organization.

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

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

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

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

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

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

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

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

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

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

b. Whether the fundraising activity is consistent with the goals and mission of the school or school district.<sup>2</sup>

4. A School Support Organization shall provide access to all books, records, and bank account information for the School Support Organization to officials of the local school board, local school principal, or auditors of the office of the comptroller of the treasury upon request.

5. A Knox County Schools employee cannot act as a treasurer or bookkeeper for a School Support Organization or be a signatory on the checking account of a School Support Organization. A majority of the voting members of any School Support Organization board shall not be composed of Knox County Schools employees.<sup>3</sup>

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

### CONCESSIONS AND PARKING

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

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#### Legal References:

1. T.C.A. § 49-2-605(a).
2. T.C.A. § 49-2-604.
3. Internal School Funds Manual Section 4: Title 8, pg. 4-31.
4. T.C.A. § 49-2-606(b).

Approved as to Legal Form  
By Knox County Law Director 3/18/2024  
/Gary T. Dupler/Deputy Law Director



<u>Section D:</u>  <b>Fiscal Management</b>	<b>Knox County Board of Education Policy</b>		
	Descriptor Term:  <b>Vendor Relations</b>	Descriptor Code:	Issued:
		<b>D-260</b>	<b>7/95</b>
		Reviewed:	Revised:
		<b>11/24</b>	<b>3/17</b>

Vendor selection shall be in accordance with the [Knox County Purchasing Regulations](#).

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

No person officially connected with or employed by the district will be an agent for or receive any financial compensation or reward of any kind from any vendor for the sale of supplies, materials, equipment or services. However, this shall not preclude a spouse or family member of a principal, teacher or other school administrative employee from participating in business transactions with the school system where a sealed competitive bid system is used; provided, that the principal, teacher or other school administrative employee does not have discretion in the selection of bids or specifications<sup>1</sup>.

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

Legal Reference:

1. T.C.A. § 49-6-2003.

Approved as to Legal Form  
By Knox County Law Director 3/18/2024  
/Gary T. Dupler/Deputy Law Director

<u>Section D:</u>  <b>Fiscal Management</b>	<b>Knox County Board of Education Policy</b>		
	Descriptor Term:  <b>Grants Management</b>	Descriptor Code:	Issued:
		<b>D-270</b>	<b>10/09</b>
		Reviewed:	Revised:
		<b>11/24</b>	<b>5/22</b>

## GENERAL GRANT MANAGEMENT

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

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

No grant shall be applied for unless it meets all of the following conditions:

1. The grant program and requirements must be aligned with the mission, vision, goals and strategic plan of the Knox County Schools.
2. The grant program and requirements must be consistent with the requirement of Local Education Agencies and schools to create an annual comprehensive improvement plan to drive prioritization of work and the associated funding decisions to improve educational opportunities for all students.
3. The grant program and requirements must seek to enhance the quality of instruction, increase the efficacy of student learning, and/or support the effective education of children in Knox County.
4. The grant program and requirements must not carry any conditions that would divert school or district efforts or resources away from the district's mission and strategic priorities.
5. The grant program and requirements must comply with all Board of Education policies and the Knox County Schools administrative procedures.

## GRANT APPLICATIONS

The Knox County Board of Education shall apply for or otherwise request grant funds that the BOE deems beneficial to advancing the educational mission of the Knox County Schools. The Director of Schools will develop administrative procedures and protocols to ensure that applications for grant funding

submitted to the BOE are appropriate, timely, fair, and in the best interests of the Knox County Schools. Receipt of grants must be approved by the Board of Education

#### **FORMULA OR "ENTITLEMENT" GRANTS**

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

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

#### **RECEIPT OF GRANT AWARDS**

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

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

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

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

Approved as to Legal Form  
By Knox County Law Director 3/18/2024  
/Gary T. Dupler/Deputy Law Director

<u>Section:</u>  <b>Fiscal Management</b>	<b>Knox County Board of Education Policy</b>		
	Descriptor Term:  <b>Fundraising Activities</b>	Descriptor Code:	Issued:
		<b>D-280</b>	<b>9/19</b>
		Reviewed:	Revised:
		<b>11/24</b>	<b>1/25</b>

## GENERAL

The following general guidelines shall be followed:

- 1) Fundraising activities shall be authorized by the Board and shall be for the purpose of supplementing funds for established school programs and not for supplementing or supplanting funds which are the responsibility of the local board of education or the State of Tennessee.<sup>1</sup>
- 2) Fundraising companies and other salespersons shall obtain permission in writing from the Director of Schools' or the Director of Schools' designee in order to visit the schools.
- 3) Any commission payable by companies shall be paid in the form of reduced prices to the students or paid into the activity fund of the school for use by the school. No school employee shall personally benefit from any fundraising activity.
- 4) The principal must obtain documented approval from the Director of Schools or the Director of Schools' designee for all fundraising activities, including online fundraising activities, that involve the participation of the general student population in the marketing process of the fundraising effort. All other fundraising activities, including online fundraising activities, must have documented approval from the principal and comply with all administrative procedures issued by the Director of Schools. The authorization request shall contain the following information:<sup>2</sup>
  - a. A list of the proposed fundraising activities;
  - b. Type of fundraising activity (e.g. in-person, crowdfunding, etc.)
  - c. Purpose of the fundraising activity;
  - d. Proposed uses of funds raised; and
  - e. Expected student involvement in fundraising activity (school-wide or individual class or club).
- 5) The Director of Schools or the Director of Schools' designee shall determine whether or not the activity will benefit the school, contribute to the welfare of the student body, and supplement, not replace, funds necessary to fulfill the Board's required contributions.
- 6) Students shall not be excused from a regular class to participate in a fundraising activity. No grade in a subject or course shall be affected by a student's participation, or lack thereof, in a fundraising activity.

7) No quotas shall be imposed on students involved, and their efforts shall be voluntary. Students who do not participate in fundraising activities shall not be punished or discriminated against in any way.

8) A fundraiser summary (profit and loss) report is not required when a fundraiser is conducted without a designated purpose and when the profits are used for the general operation of the school or the administrative activities of an individual club or class account.<sup>3</sup> A fundraiser summary report must be prepared and filed at the school at the conclusion of any fundraiser conducted with a designated purpose.

The school principal is responsible and accountable for ensuring that all school fundraising activities are conducted in accordance with both this policy and the Internal School Funds Manual (ISFM).

This policy shall not be construed as preventing a teacher from using instructional or informational materials even though the materials might include reference to a brand, a product, or a service.

## **LOTTERIES**

No fundraising activity shall be conducted which distributes prizes or makes awards to winners from among purchasers of chances by means of tickets through a random selection process, or otherwise constitutes a lottery or gambling pursuant to Tennessee law.<sup>4</sup>

## **CROWDFUNDING/ONLINE FUNDRAISING**

Individual schools may establish school-wide online fundraising accounts, provided the fundraiser has a beginning and ending date within the same school year, and the fundraiser has been approved by the Director of Schools or the Director of Schools' designee. The accounts must meet all fundraising requirements established by the Board and the Internal School Funds Manual. The principal or his/her designee of each school with access to the established fundraising account must ensure all funds are properly accounted for by providing accurate information to be recorded in the school's accounting records by the school bookkeeper. All funds raised must be deposited directly into the school bank account (the use of personal bank accounts is prohibited). At the conclusion of the fundraiser, a copy of the website's donation and withdrawal report must be generated from the site, filed by the school bookkeeper in the school's accounting records, with the reported amount verified by the school bookkeeper against the actual amount of funds deposited. Online fundraising shall not be used on behalf and for the benefit of an outside party.

Employees shall not engage in any fundraising activities in their official capacity as district employees for non-school sponsored fundraisers or for school-related fundraisers that have not been approved by the Director of Schools or the Director of Schools' designee.

Note: School Support Organizations are not limited by this policy or by T.C.A. § 49-2-134 and may continue to fundraise, online and otherwise, pursuant to state law and Board Policy D-250.

## **FUNDRAISING FOR NON-EDUCATIONAL PURPOSES<sup>5</sup>**

On approval of the principal, an employee may be authorized to raise and use funds for the following non-educational purposes:

1. Bereavement support;

2. Award recognition;
3. Employee morale;
4. Banquets; or
5. Other situations at the principal's discretion.

These funds shall be derived from sources of revenue approved by the Director of Schools.

The Director of Schools (or designee) shall develop administrative procedures regarding the receipt, disbursement, accounting, and auditing of these non-educational funds. The Director of Schools (or designee) shall ensure that the procedures are consistent with Board policy and state law and disseminate them to all employees.

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Legal References:

1. Internal School Funds Manual Section 4: Title 8, pg. 4-28.
2. Internal School Funds Manual Section 4: Title 8, pg. 4-29.
3. Internal School Funds Manual Section 4: Title 8, pg. 4-30.
4. Tenn. Op. Attorney General No. 03-049 (April 22, 2003).
5. T.C.A. § 49-2-134.

Approved as to Legal Form  
By Knox County Law Director 11/22/2024  
*/Gary T. Dupler/Deputy Law Director*

<b>Section E:</b>  <b>Business Management</b>	<b>Knox County Board of Education Policy</b>		
	Descriptor Term:	Descriptor Code:	Issued:
	<b>Business Management Goals and Objectives</b>	<b>E-100</b>	<b>7/95</b>
		Reviewed:	Revised:
		<b>1/25</b>	<b>5/08</b>

The Board establishes these general goals for the conduct of its management program:

1. To develop a plan for the management of buildings and grounds which provides a safe, secure, comfortable, and clean environment for instruction and administration;
2. To provide a building maintenance program which protects the taxpayer's investment in facilities and ensures their continued use;
3. To provide sufficient supplies and equipment for effective teaching and learning;
4. To provide a student transportation system which meets state requirements;
5. To design and implement a program of food services which emphasizes nutritional needs of children as the basis of growth and development of bodies and minds;
6. To collect and maintain data pertinent to educational planning; and
7. To provide a sound program of insurance protection for system employees, students, and property.

Approved as to Legal Form  
By Knox County Law Director 3/18/2024  
/Gary T. Dupler/Deputy Law Director

<u>Section E:</u>  <b>Business Management</b>	<b>Knox County Board of Education Policy</b>		
	Descriptor Term:	Descriptor Code:	Issued:
	<b>Buildings and Grounds Management</b>	<b>E-110</b>	<b>7/95</b>
		Reviewed: <b>1/25</b>	Revised: <b>3/23</b>

All school properties shall be maintained in good physical condition: safe, clean, sanitary, and as comfortable and convenient as the facilities will permit or the use requires.

The Director of Schools shall develop and implement a continuing program of maintenance of all district-owned buildings and grounds which shall provide for the following:

1. Adequate custodial programs for all schools;
2. Improvement and maintenance of school buildings and grounds;
3. Repairs, including repairs of equipment, and painting; and
4. Determination of obsolete equipment.

The following are responsibilities of building principals:

1. To oversee the operation of the school plant and require that personnel assigned to the building keep it in a clean, healthful, and pleasant condition;
2. To make continuing checks for hazardous conditions, including safety and operation of equipment, and prevention of hazardous situations caused by carelessness; and
3. To request, on a timely basis, appropriate maintenance and repairs through appropriate channels.

Principals or teachers shall not alter or have changed any part of the school building, including room numbers, or school furniture without approval of the Director of Schools or the Director's designee.

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By Knox County Law Director 3/18/2024  
/Gary T. Dupler/Deputy Law Director



<u>Section E:</u>  <b>Business Management</b>	<b>Knox County Board of Education Policy</b>		
	Descriptor Term:  <b>Safety</b>	Descriptor Code:	Issued:
		<b>E-120</b>	<b>7/95</b>
		Reviewed:	Revised:
		<b>1/25</b>	<b>5/24</b>

Within board policy, the Director of Schools/designee(s) and principal shall develop procedures for keeping school facilities safe and free from hazards. The District shall maintain controlled access points as required by law, including locked doors and monitoring, with features unique to specific schools provided in each school's safety plan. School level safety teams must be established in conjunction with the district safety team.<sup>1,2</sup>

All school employees are responsible for the safety of the school in which they operate and shall report current and potential hazards to their immediate supervisors. Violations of safety procedures are significant and are subject to the District's progressive discipline procedures.

Each principal is responsible for seeing that the practice of safety is a part of the instructional program of the school and that it is appropriately geared to students at different grade levels.<sup>3</sup>

The program shall include:

1. Fire prevention
2. Accident prevention
3. Uniform system of warning signals
4. Emergency drills such as, but not limited to, fire, school bus evacuation, severe weather, earthquake, bomb threat, intruders, and transition to virtual/remote learning.
5. Emergency closings
6. School bus safety
7. Traffic safety
8. Traffic and parking controls
9. Safety inspections
10. First aid
11. Disaster preparedness procedures for major emergencies
12. Any other safety plans which may be applicable to the particular school

Only students assigned to the school, the staff of the school, parents of students, and other persons with lawful and valid business on the school premises shall enter onto the grounds or into the buildings of the schools during the hours of student instruction. All staff members shall report to the principal all persons appearing to be improperly on school premises.<sup>4</sup>

The principal shall secure assistance from law enforcement officials when he/she deems it necessary in order to maintain order or security during the school day or during extracurricular activities.

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Legal References:

1. T.C.A. § 49-6-817.
2. T.C.A. § 49-6-804.
3. T.C.A. § 49-6-1003.
4. T.C.A. § 49-6-2008.

Cross Reference:

- Policy E-122 “Emergency Preparedness Planning and Training.”

Approved as to Legal Form  
By Knox County Law Director 3/18/2024  
*/Gary T. Dupler/Deputy Law Director*

<u>Section E:</u>  <b>Business Management</b>	<b>Knox County Board of Education Policy</b>		
	<b>Testing of Drinking Water for Contamination</b>	Descriptor Code:	Issued:
		<b>E-121</b>	<b>12/18</b>
		Reviewed: <b>1/25</b>	Revised:

The Director of Schools shall implement testing procedures as appropriate to comply with federal, state and local statutory and regulatory requirements with respect to identifying the presence of lead contamination in drinking water.

All drinking water fountains as well as potable water sources in kitchens and other food preparation areas will be periodically tested. Schools built prior to 1998 shall have these areas tested at least biennially and schools built in 1998 or later shall have these areas tested at least every five years.

In cases where the presence of lead is detected at a level greater than 15 parts per billion (ppb), the fixture will be removed from service and resampled within 14 days. If the subsequent sample confirms a lead level greater than 15 ppb, proper corrective action shall be implemented to eliminate or reduce the presence of lead to a level less than 15 ppb as is required by Tennessee statute.<sup>1</sup>

In cases where the presence of lead is detected at a level greater than 20 parts per billion, the fixture will be removed from service and proper corrective action shall be implemented to eliminate or reduce the presence of lead to a level less than 15 ppb as is required by Tennessee statute. Additionally, specific attention will be paid to ensure that all notification requirements identified in the Tennessee Code Annotated are met.<sup>1</sup>

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Legal Reference:

1. T.C.A. § 49-2-133.

Approved as to Legal Form  
By Knox County Law Director 3/18/2024  
/Gary T. Dupler/Deputy Law Director

<u>Section E:</u>  <b>Business Management</b>	<b>Knox County Board of Education Policy</b>		
	<b>Emergency Preparedness Planning and Training</b>	Descriptor Code:	Issued:
		<b>E-122</b>	<b>7/95</b>
		Reviewed:	Revised:
		<b>1/25</b>	<b>5/24</b>

## PLANNING AND TRAINING

The Director of Schools shall develop and promulgate a district-wide safety and security plan to address various aspects of required safety and evacuation drills, incident response and support to schools. Each school principal shall develop a site-based safety plan (that complements the district-wide plan) to be reviewed and updated annually as needed.<sup>1</sup>

The Chief of Security and members of the School Security Department shall be available to support schools in development of plans, training activities and response to incidents.

The site-based plan shall be on file with the Chief of Security and the School Security Department. A copy shall be kept in a prominent place in each school office. The plan shall include the following information and protocols:

- (1) Evacuation Routes and Drills, including an annual armed intruder drill, an incident command drill, and an emergency safety bus drill.<sup>2</sup>
- (2) Opening and closing classroom and building doors.
- (3) Conducting and observing regulatory and statutorily required drills, and after-action reporting.
- (4) Providing assistance to those needing special assistance.
- (5) Checking unused rooms, toilets, etc. to see that all students are out of the building.
- (6) Reporting and removing safety hazards.
- (7) Protocols for inspection and maintenance of school-based emergency radios.

Principals shall ensure that building egress routes are not locked or blocked during hours when school is in session.

Students shall be supervised at all times during the school day.

Teachers shall instruct students in safety and practice the emergency safety procedures, at least during the first month of each semester.<sup>3</sup>

Appropriate protective equipment, such as, but not limited to, safety glasses or goggles shall be used in any area or during any activity which may present a possible hazard.

Each school shall conduct a remote learning drill at least once, but not more than twice, each school year to ensure that schools, students, and parents of students can easily transition from in-person learning to remote learning. The drill will accurately reflect the plan for transitioning students to remote learning in the event of a disruption to school operations. This will only be a drill and students will not be allowed to transition to remote learning pursuant to the drill.<sup>4</sup>

1 In the event of an emergency the Knox County Schools shall operate in accordance with the established  
2 district and site-based safety and security plans. Additional instructions may be provided through the  
3 school system's 800 MHz radio system, e-mail or text messaging. Schools shall participate in emergency  
4 procedure training as may be required by the Director of Schools or the Directors designated  
5 representative.  
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40 Legal References:

- 41 1. T.C.A. § 49-6-4302; 49-6-804
- 42 2. T.C.A. § 49-6-807.
- 43 3. T.C.A. § 49-5-201; T.C.A. § 68-102-137.
- 44 4. T.C.A. § 49-2-139.

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46 Approved as to Legal Form  
47 By Knox County Law Director 3/18/2024  
48 /Gary T. Dupler/Deputy Law Director  
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<u>Section E:</u>  <b>Business Management</b>	<b>Knox County Board of Education Policy</b>		
	Descriptor Term:  <b>Crisis Management</b>	Descriptor Code:	Issued:
		<b>E-123</b>	<b>7/95</b>
		Reviewed:	Revised:
		<b>1/25</b>	<b>5/24</b>

The principal shall include as part of the site-based school safety plan appropriate protocols for such events as suicides, shootings, and the death of a student, parent or faculty member. Within the development of this plan, the principal shall appoint a School Emergency Response Team, which shall deal with specific situations, make decisions, and disseminate information in the event of a crisis in accordance with district protocols. At a minimum, the team shall consist of the principal, school counselor or social worker, school security officer, and at least two other staff members designated by the principal.

The principal of each building shall be responsible for the development of emergency procedures. Training for all school employees in the crisis management procedures shall be conducted annually during in-service sessions prior to the beginning of school.

In the event of a crisis, the principal shall notify the School Emergency Response Team members and the Director of Schools. If the principal determines it to be necessary, the principal shall contact the appropriate emergency services (police, fire, ambulance, etc.).

All media attention shall be directed to the Director of Schools' office.

Approved as to Legal Form  
By Knox County Law Department 3/18/2024  
/Gary T. Dupler/Deputy Law Director

<u>Section E:</u>  <b>Business Management</b>	<b>Knox County Board of Education Policy</b>		
	<b>Risk Management</b>	Descriptor Code:	Issued:
		<b>E-124</b>	<b>7/95</b>
		Reviewed:	Revised:
		<b>1/25</b>	<b>5/23</b>

It shall be the responsibility of the Director of Schools to develop an appropriate safety program for the school system. The Board shall budget sufficiently for its implementation.

The Director of Schools shall designate a professional staff person who shall be responsible for the promotion and development of a prevention and safety education program for students and personnel employed by the school system. This person shall be given authority and title commensurate with the task and shall answer directly to the Director of Schools or the Director's designee. The general areas of responsibilities include, but are not limited to, in-service training, development of accident prevention procedures, accident record keeping, facility inspection, driver education, vehicle safety programs, fire prevention, emergency preparedness plan and traffic safety problems related to employees, students and the community.

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By Knox County Law Department 3/18/2024  
/Gary T. Dupler/Deputy Law Director

<u>Section:</u>  <b>Business Management</b>	<b>Knox County Board of Education Policy</b>		
	<b>Explosive Devices and Threats</b>	Descriptor Code:	Issued:
		<b>E-125</b>	<b>1/17</b>
		Reviewed:	Revised:
		<b>1/25</b>	<b>7/22</b>

## PURPOSE

The existence, use or threatened use of explosives and/or explosive devices at a school is one of the gravest threats to the safety and welfare of our students, and staff.

## DEFINITIONS

**Explosives and/or explosive devices** include, but are not limited to: bombs, rockets, mines, grenades, any breakable container containing flammable liquids, or sealed devices containing chemicals that are being used for the purpose of causing an explosion. Any device that conveys the appearance of a bomb or other destructive device, including, but not limited to disabled or inactive explosive or destructive devices shall be viewed as an explosive or explosive devices for the purposes of this policy.

A **school location** is defined as any school building or grounds, whether leased, rented, owned or controlled by the school district, locations and sites of school activities or trips, bus stops, school buses or school vehicles, school-contracted vehicles, the area of entrance or departure from school premises or events, all locations where school-related functions are conducted, and anywhere students are under the jurisdiction or authority of the school district.

A **threat** must insinuate harm and a reasonable person must interpret the communication as a threat of harm. A **threat** includes, but is not limited to intent to alarm, annoy, offend, or frighten<sup>2</sup> via verbal threats, non-verbal threats, written threats, electronic threats, internet-related threats, threats on social networking websites, sending an image, the use of pictures or drawings to convey a threat, threats made over the telephone, and threats made via text-messaging.

## CONDUCT PROHIBITED

No person shall make a threat that an explosive or explosive device has been or will be placed at a school location (aka: a "bomb threat"). The actual presence of an explosive or explosive device at a school location is not necessary for discipline under this policy.

Any person who knowingly encourages, causes, aids and/or assists another in making or communicating a threat of the use of an explosive or explosive device shall be subject to the same disciplinary consequences as the person making the threat.

The actual use or placement of an explosive or explosive device at a school location certainly constitutes a violation of this policy and the responsible person shall be subject to the disciplinary consequences outlined below, in addition to criminal charges. Any person who encourages, causes, aids, and/or assists another in the actual use or placement of an explosive or explosive device at a school location, shall be subject to the same disciplinary consequences.



**REPORTING THREATS RELATED TO EXPLOSIVES OR EXPLOSIVE DEVICES**

Any student who learns of a threat to use explosives or explosive devices and/or the use or existence of explosives or explosive devices at a school location must immediately notify a teacher or any other school employee, the building Principal, or the Superintendent's Office. Any student who fails to report such information will be subject to disciplinary consequences, which may include suspension and/or expulsion.

Any faculty or staff member who learns of a threat to use explosives or explosive devices and/or the use or existence of explosives or explosive devices at a school location must immediately inform building-level administration. The building-level administration must take appropriate steps to protect the safety of students and staff using the procedures mandated by the district. Any faculty or staff member who fails to report information or knowledge of a threat to use explosives or devices or existence of explosives or explosive devices at a school location will be subject to disciplinary consequences which may include termination of employment.

All threats related to explosives or explosive devices or the use or existence of explosives or explosive devices at a school location shall also be reported immediately to local law enforcement.

**DISCIPLINE AND CONSEQUENCES**

Due to the grave nature of threats related to explosives or explosive devices or the use or existence of explosives or explosive devices at a school location and the significant disruption these threats cause in the educational environment, Knox County Schools has zero tolerance for any use or threatened use of explosives or explosive devices.

Threatening to use explosives or explosive devices is a criminal offense<sup>3</sup> and may constitute a terroristic threat.<sup>4</sup> Violators will be reported to law enforcement/authorities and/or investigated by Knox County Schools.

Any staff member who is found to have engaged in any conduct prohibited by this policy will be reported to law enforcement and will be subject to discipline which could include termination of employment.

**CIVIL/CRIMINAL LIABILITY**

Knox County Schools reserves the right to bring a civil suit against any individual responsible for a violation of this policy to seek damages permitted by law. Knox County Schools also reserves the right to seek restitution for all damages from any person convicted of a crime related to this policy.

**LOST INSTRUCTIONAL TIME**

Instructional time lost as a result of a threat related to the use of explosives or explosive devices may be rescheduled at the earliest appropriate opportunity as determined by the Superintendent within the parameters set forth by the Knox County Board of Education. Instructional Time lost may be rescheduled on a vacation day, during a weekend, and/or after what would normally be considered the last day of the school year, except on days when school must be closed as required by law.

Legal References:

1. T.C.A. § 39-17-1301(4).
2. T.C.A. § 39-17-308.
3. T.C.A. § 39-13-114.
4. T.C.A. § 39-13-808.

Cross Reference:

- Policy J-191 Misbehaviors and Disciplinary Options.

Approved as to Legal Form  
By Knox County Law Director 3/18/2024  
/Gary T. Dupler/Deputy Law Director

<u>Section E:</u>  <b>Business Management</b>	<b>Knox County Board of Education Policy</b>		
	<b>Community Use of School Facilities</b>	Descriptor Code:	Issued:
		<b>E-130</b>	<b>7/95</b>
		Reviewed:	Revised:
		<b>1/25</b>	<b>8/22</b>

## GENERAL REGULATIONS

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 when the principal verifies that the premises are not required for school purposes.<sup>1</sup>

School facilities may not be used for private profit, except for the purpose of providing an academic educational service.

Entities that have a compelling operational need to reserve or schedule facilities for an extended period may submit a formal request detailing the need to the Director of Schools or the Director's designee. If the request is determined to be valid, appropriate and supportable, the Director may enter into a long-term partnership agreement or memorandum of understanding with the entity outside the provisions of this policy. (Use of school facilities by the Parks and Recreation Departments of Knox County and the City of Knoxville will generally be governed by this type of arrangement.)

Approval for use of school buildings and property will not be withheld based upon the content of the message or viewpoint of the applicant; also, events shall not be cancelled or relocated based upon the content of the message or viewpoint of the applicant. Knox County Schools reserves the right to reject applications or cancel events if it is, or becomes, reasonably foreseeable, based on specific articulable facts that the event will include or promote unlawful activity, including but not limited to violence or threats of violence, property damage, or obscenity, that the event will interfere with other school-related activities, such as by excessive noise or overcrowding, or if the event will involve political campaigning. If excessive noise or overcrowding is a potential, Knox County Schools may offer to relocate the event to another facility, however, Knox County Schools will not be responsible for any applicant costs due to such cancellation or change of venue.

The Board of Education permits the use of school premises for purposes, including educational and civic meetings and other purposes that promote the welfare of the community, and are not based upon the content of the message or viewpoint of the applicant; as long as the meetings are open to the general public and take place during non-school hours, outside of any scheduled school-sponsored activities. Political campaign meetings are not allowed thirty (30) days prior to early voting through the general election due to the potential for bias and misperceptions. Such meetings outside the stated time period will be subject to Board Policies C-180, C-181 and all other school rules and regulations. Instead of one candidate holding a meeting, political forums and panels open to all candidates are encouraged and can be arranged by District and individual school officials.

## **SCHOOL-RELATED ACTIVITIES**

School property may be used for school-related activities without application and without charge (unless there is some prohibitive cost involved) if permission is granted by the principal of the school. This use must be scheduled by the school to avoid conflicting facilities reservations. School-related activities include, but are not limited to:

- Parent-teacher activities;
- Activities of school-related civic clubs, groups or School Support Organizations;
- School club meetings, property supervised by a teacher in the school;
- Classroom groups properly supervised; and
- Educational meetings called by the principal or authorized member of the school administrative staff.

## **INSURANCE REQUIREMENTS**

Proper liability insurance shall be required of all groups given permission to use school facilities, except for routine meetings.

All users must agree to indemnify and hold the Board of Education and its employees and agents harmless for any claim, loss, or damage by reason of any act on the part of the applicant or other members of the organization arising out of the applicant's use of the Board of Education property or facilities.<sup>2</sup> The Board of Education shall require a copy of insurance certification and may be an additional named insured on all liability insurance policies held by organizations or individuals using Board of Education property or facilities.<sup>3</sup>

The Board of Education shall approve a fee schedule for the use of school facilities.

## **REQUIREMENTS FOR FILING APPLICATION TO USE FACILITIES:**

All non-school groups or individuals requesting to use school facilities must make application through the principal and have approval of the Director of Schools prior to the date of use.

The principal or the principal's designee shall be on duty when the building is in use for any activity outside of the normal school day.

The holder of an approved application to use school facilities may cancel the agreement by giving the principal or the Director of Schools notice at least seventy-two hours in advance of the date scheduled to be used. Otherwise, the group will be held responsible for all charges.

## **PAYMENT FOR USE OF SCHOOL FACILITIES**

- 1) Groups using school facilities for a school-related activity will not pay a base fee for the use of the facilities unless there is some prohibitive cost involved. Additionally, community, civic or non-profit groups engaged in providing a direct service to students shall not be assessed a fee if the activities take place in their entirety within three hours of dismissal on a school day and do not require additional staff or custodial support.

- 2) When use of the school building involves use of food service facilities, the manager, or member of the food service staff designated by the manager, shall be present and there shall be a charge for this service.
- 3) The full cost of food service, custodial personnel, and/or other school personnel necessary to support an event shall be borne by the using organization.
- 4) Organizations using a facility shall remit any personnel costs to the Knox County Schools and school employees will be compensated through the Knox County Schools payroll. Organizations shall not make payments directly to school employees.
- 5) All payments shall be made payable to the Knox County Board of Education and should be received no later than two weeks after the date of use. Users scheduling recurring events shall pay monthly with the payment due two weeks after the last event date of the month. Late payments will be assessed a late fee and future use of Knox County Schools facilities may be restricted or eliminated for groups with consistently late payments.

#### **CONDITIONS FOR THE USE OF FACILITIES**

At the conclusion of the activity, the user of the facility will notify the principal or other designated school employee.

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

- 1) Exercise the utmost care in the use of school premises.
- 2) Use only areas approved by the building principal.
- 3) Accept financial responsibility for any damage arising from the use of the school premises.
- 4) Engage only in activities approved by the building principal.
- 5) Maintain competent adult supervision of all activities.
- 6) Use the premises only when the principal or principal's designee is present.
- 7) The use of alcoholic beverages, drugs, profane language, or gambling in any form is not permitted on school property. Use of tobacco on school grounds is not permitted.
- 8) While in use, ensure that the area of school buildings being used shall not have its means of egress blocked and Fire Prevention Regulations shall be strictly enforced.
- 9) Adhere to all KCS policies and procedures, including all terms and conditions of the school use application
- 10) Have a copy of the approved facility use request in their possession at all times during their use of the facility.

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Legal References:

1. T.C.A. § 49-2-203(b)(4).
2. T.C.A. § 49-2-203(b)(4)(A).
3. T.C.A. § 29-20-112.

Approved as to Legal Form  
By Knox County Law Director 3/18/2024  
/Gary T. Dupler/Deputy Law Director

<u>Section E:</u>  <b>Business Management</b>	<b>Knox County Board of Education Policy</b>		
	Descriptor Term:	Descriptor Code:	Issued:
	<b>Equipment and Supplies Management</b>	<b>E-140</b>	<b>7/95</b>
		Reviewed:	Revised:
		<b>1/25</b>	<b>8/15</b>

## GENERAL

All equipment and materials placed in school buildings or on school grounds by any group or organization becomes the property of the Board. The Board reserves the right to transfer property to other facilities if the school in which it was originally placed is discontinued or if there is no longer any need for the equipment or materials where originally placed.

The Director of Schools shall develop procedures promoting the useful life of equipment and supplies by establishing a thorough, effective, economical operations and maintenance program, and providing adequate insurance coverage.

Each employee of the system shall be responsible for the materials, equipment and supplies assigned to them. In addition, employees are responsible for the preservation and protection of materials, equipment and supplies not under their direct control when such are endangered and when the system employee having direct control is not present or is otherwise unable to act.

## PLAYGROUND EQUIPMENT AND MATERIALS

The Knox County Schools has a long history of working with parent and community organizations to acquire and maintain playground equipment and material. This collaboration has proven beneficial to both students and the school system, and the Board endorses these relationships. However, to help ensure playground safety, it is preferred that playgrounds and playground equipment meet American Society for Testing and Materials (ASTM) playground standards.

To facilitate the procurement of equipment and material that meets ASTM standards, the Knox County Schools will maintain term contracts with vendors to provide and install equipment and material that is compliant with these standards. Organizations seeking to provide equipment or material for use on Knox County Schools playgrounds, must purchase equipment from these designated vendors. Additionally, to ensure the Knox County Schools receives proper notice in the event of any safety or recall bulletins that may be issued, the organizations shall ensure that the Knox County Schools is registered with the vendor as the owner and point of contact for all donated equipment.

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By Knox County Law Director 3/18/2024  
/David L. Buuck/Chief Deputy Law Director

Section D:  <b>Fiscal Management</b>	<b>Knox County Board of Education Policy</b>		
	Descriptor Term:	Descriptor Code:	Issued:
	<b>Energy and Utility Management</b>	<b>E-141</b>	<b>7/10</b>
		Reviewed:	Revised:
		<b>1/25</b>	

The Knox County Schools (KCS) seeks to continuously improve energy efficiency while growing sustainably and expanding educational and learning opportunities for the students of Knox County.

While utility rates cannot be directly controlled by the KCS, striving to continuously reduce the school system's energy footprint should result in the lowest possible total utility cost. All departments and schools will make every effort to conserve energy and reduce the consumption of natural resources.

### **RESPONSIBILITY**

All members of the KCS community are responsible for the implementation of this policy as it may apply to them individually. Successful energy conservation and utilities management can only be achieved through cooperation and active participation at all levels.

The Director of Schools will establish and maintain an educational and training program to address energy and utilities use and conservation with all employees. Principals or facility administrators are responsible for implementing and enforcing KCS procedures to ensure that energy resources and all utilities are used efficiently on a daily basis.

### **UTILITY ANALYSIS**

When feasible, appropriate, and consistent with curricular standards, students will also be provided with opportunities to learn about energy consumption and conservation.

The district will collect and maintain accurate records of energy and water consumption and cost, and will provide up-to-date information on the goals and progress of the energy conservation program as directed by the Superintendent.

Future construction will include energy efficiency targets that will be updated and enhanced as technology and installation cost allows.

### **SMALL APPLIANCES**

The Director of Schools will develop an administrative procedure to limit the use of personal electrical appliances (such as refrigerators and microwave ovens) in classrooms and individual offices, ensuring reasonable and appropriate accommodation for medical needs, special education, early educational and other exceptional circumstances.



<u>Section E:</u>  <b>Business Management</b>	<b>Knox County Board of Education Policy</b>		
	<b>Security of School Property</b>	Descriptor Code:	Issued:
		<b>E-150</b>	<b>7/95</b>
		Reviewed:	Revised:
		<b>1/25</b>	<b>4/23</b>

The Director of Schools shall establish procedures as required to adequately protect school property which shall include, but not be limited to:

1. Closing and securing teacher work areas when being left unattended or at the end of the day;
2. Denying students permission to use the classrooms, laboratories, gymnasiums or other school facilities or equipment without appropriate faculty supervision;
3. Controlling the issuance of building keys and master keys; and
4. Developing programs which contribute to the proper care and use of school facilities and equipment.

The principal shall notify law enforcement officials and the School Security Division in cases involving trespassing, illegal entry, theft, vandalism and other suspicious or criminal activity.

The principal shall notify the Director of Schools or the Director's designee after each case of trespassing, vandalism, theft, building damage and illegal entry and other criminal activity. In the event assets are damaged or stolen, the principal shall notify the District Property Manager in addition to notifying the Director of Schools or the Director's designee.

The Director of Schools, or the Director's designee, is authorized to sign a criminal complaint and to press charges against perpetrators of vandalism against school property.

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By Knox County Law Director 3/18/2024  
/Gary T. Dupler/Deputy Law Director

<u>Section E:</u>  <b>Business Management</b>	<b>Knox County Board of Education Policy</b>		
	<b>Traffic and Parking Controls</b>	Descriptor Code:	Issued:
		<b>E-160</b>	<b>7/95</b>
		Reviewed:	Revised:
		<b>1/25</b>	<b>5/08</b>

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2	The principal of each school shall develop and implement a plan to ensure maximum vehicular and
3	pedestrian safety for the school's campus and shall submit it to the Director of Schools for approval. The
4	plan shall include a sketch showing various parking areas, traffic flow, areas reserved for school bus
5	loading and unloading; the location of any safety hazards as areas to be avoided by vehicles or students,
6	and dismissal times for car and bus students. Principals are encouraged to use the School Security
7	Department in the formulation of traffic and parking plans.
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9	The Director of Schools shall approve all fees for parking permits and review use and distribution of said
10	fees.
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12	Students who ride bicycles or drive vehicles to school must leave the vehicles parked in designated areas
13	until the end of the school day, unless permission to use the vehicle is obtained from the principal.
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<u>Section E:</u>  <b>Business Management</b>	<b>Knox County Board of Education Policy</b>		
	<b>Student Transportation Management</b>	Descriptor Code:	Issued:
		<b>E-170</b>	<b>7/95</b>
		Reviewed:	Revised:
		<b>1/25</b>	<b>3/25</b>

School buses shall be maintained and operated in accordance with state law and State Board of Education Rules and Regulations.<sup>1</sup>

The school transportation program shall be monitored daily by school administrators and the Transportation Department and subjected to periodic evaluations by them. The Director of Transportation shall maintain an overall evaluation and a summary report shall be submitted to the Director of Schools or the Board as needed by request.

### **REPORTING ACCIDENTS**

All accidents involving a school bus or any other vehicle providing transportation services to Knox County Schools, regardless of the damage involved, must adhere to the following:

- Immediately dial 911 to report the incident and then inform the Director of the Transportation Department or the Director's designee;
- Vehicles will remain at the accident site until released by law enforcement;
- The driver should not attempt to place the blame for the accident or admit responsibility for the accident and make a possible determination of the cause. This will be determined through investigation;
- When a police report is completed in relation to an accident involving a vehicle providing transportation services to Knox County Schools, a copy of the police report must be submitted to the Transportation Department within five (5) days and Tennessee Department of Safety within twenty (20) days;<sup>2</sup>
- In the event law enforcement determines that a police report is unnecessary, the Knox County Schools Security Department will complete an incident report. The incident report shall be provided to the Transportation Department within five (5) days.

These requirements shall apply to accidents occurring upon highways and the premises of any shopping center, trailer park or any apartment house complex, or any other premises which are generally frequented by the public at large.<sup>3</sup>

### **REPORTING AND INVESTIGATING SAFETY RELATED INFRACTIONS**

Anyone may report a suspected safety infraction incurred during the operation of a school bus by calling the transportation safety hotline number 865-594-1935. This line is manned by the transportation

customer service office from 6:00 a.m. until 5:30 p.m. on weekdays when school is in session and by the Knox County Schools Security Dispatcher at all other times. All allegations will be directed to appropriate Knox County Schools personnel for investigation, and all investigations will be completed in accordance with Tennessee Code Annotated § 49-6-2116.

At the beginning of each school year, parents will be provided notification of the procedure to report suspected bus related safety infractions.

## **RECORDS RETENTION AND MAINTENANCE**

Beginning not later than January 1, 2018, the Knox County Schools Transportation Department shall maintain the following records in either hardcopy or digital/electronic form:

1. School bus maintenance and inspection records
2. School bus driver credentials, background checks, health records and any completed performance reviews
3. Driver training records; and
4. Any bus and driver related complaints received and any record of investigation of lodged complaints

## **END OF ROUTE BUS CHECK**

All drivers of a bus or any other vehicle transporting students for Knox County Schools shall fully inspect their vehicle after dropping the final student from each school they serve or any time the vehicle is vacated by the driver for any purpose to be certain that no child remains on the vehicle.<sup>4</sup>

A driver or contractor's failure to comply with this requirement shall result in disciplinary action as appropriate.

## **QUALIFICATIONS OF BUS DRIVERS EMPLOYED BY CONTRACTED PARTIES**

1. Bus driver applicants must be of good character, competency, and fitness to be employed.
2. No person shall be authorized to drive a school bus providing services to Knox County Schools in any capacity until they have attained 25 years of age, have at least five consecutive years unrestricted driving experience, satisfactorily complete a local and Tennessee Bureau of Investigation background screening, and a drug screening as required by the DOT and Board policy. A Certificate of Eligibility (Tennessee Department of Safety, Form 2-C) shall not be issued until results of the investigation are made available to Knox County Schools<sup>5</sup>;
3. Drivers employed for individuals under a contractual agreement with the Board must be included on the Driver Eligibility Roster maintained by the Transportation Department to provide services in any capacity (including field trips and athletic events).
4. School bus drivers shall possess a valid commercial driving license with appropriate endorsements to operate a school bus with an unrestricted operator's license.<sup>6</sup>
5. All bus drivers shall satisfactorily complete an annual physical examination.
6. DOT compliant or alternative drivers shall meet all qualifications and requirements for regular drivers.

**DUTIES OF DRIVERS EMPLOYED BY CONTRACTED PARTIES**

1. The driver shall deal with children in a firm, fair, and friendly manner. Any misconduct of pupils shall be reported to the principal of the school to which the pupil belongs. The driver does not have the authority to suspend a pupil from transportation privileges.
2. The driver shall obey all state and local traffic regulations.
3. Each driver shall be responsible for cleaning the bus a minimum of one time per school day.
4. Drivers shall not use profanity, tobacco, drugs, intoxicating beverages, or vaping devices/electronic cigarettes when transporting pupils.
5. It is the duty of all drivers to promote safe habits.
6. Drivers shall participate in all mandated driver training programs including the annual instruction required by the State for maintaining their CDL and any training required by Knox County Schools in order to be included on the Driver Eligibility Roster.
7. Drivers shall maintain a consistent time schedule, never early, seldom late.
8. Drivers shall execute a pre-operations check of their vehicle before morning and afternoon runs and ensure all passengers have safely exited after each run.
9. Drivers shall have at least an elementary knowledge of first aid. The driver's employer is responsible for first aid training.
10. The responsibility for determining if weather or other conditions warrant the preemptive or early closure of schools belongs to the Director of Schools. The responsibility for determining if a road is passable belongs to the driver since they bear responsibility for the safety of the children on their route.
11. The driver shall maintain satisfactory working relationships with all school personnel.
12. The driver shall permit only those students assigned to their bus to ride during the regular contracted route with the following exceptions:
  - Bus assistants approved by the Transportation Department or a building level administrator;
  - Children of a bus driver meeting criteria stipulated in the Knox County Schools School Bus Handbook
13. The contractor or their employees shall not recommend, recruit or otherwise solicit student participation in any non-school sponsored activity.
14. The contractor or their employees shall adhere to all items included in the Transportation Handbook maintained by the Transportation Department.

1 15. All school buses operated on behalf of Knox County Schools shall post a notice in a conspicuous  
2 place on each school bus in operation to notify others that no person shall enter onto school buses  
3 except for those authorized pursuant to T.C.A. § 49-6-2008.<sup>7</sup>  
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39 Legal References:

- 40 1. T.C.A. § 49-6-2101-2113; TRR/MS § 0520-1-5-01.  
41 2. T.C.A. § 55-10-107.  
42 3. T.C.A. § 55-10-107.  
43 4. T.C.A. § 49-6-2114.  
44 5. T.C.A. § 49-6-2107.  
45 6. TDOS § 1340-3-3.  
46 7. T.C.A. § 49-6-2008(e).

47 Approved as to Legal Form  
48 By Knox County Law Director 1/17/2025  
49 /Gary T. Dupler/Deputy Law Director  
50

<u>Section E:</u>  <b>Business Management</b>	<b>Knox County Board of Education Policy</b>		
	Descriptor Term:  <b>Scheduling and Routing</b>	Descriptor Code:	Issued:
		<b>E-171</b>	<b>7/95</b>
		Reviewed:	Revised:
		<b>1/25</b>	<b>5/24</b>

## GENERAL

This policy establishes the parameters for scheduling and routing for all scheduled transportation services provided by the Board of Education. It is the expectation of the Board that all eligible students will have equal access to these services. The Board understands that scheduling and routing may be constrained by geography as well as the condition and location of streets and roads. These parameters may be reasonably and minimally adjusted in individual cases by transportation planning personnel to address student safety and security.

## ELIGIBILITY FOR TRANSPORTATION

All students living outside of the Parent Responsibility Zone for their zoned school are eligible for transportation services to their zoned school.

## PARENT RESPONSIBILITY ZONE

### Elementary Schools

Students who live within one (1) mile of their zoned school, by the shortest road route, are not eligible for transportation services provided by Knox County Schools. Parents are responsible for determining the safest and most appropriate manner for their children to get to and from school.

### Middle and High Schools

Students who live within one and one-half (1 1/2) miles of their zoned school, by the shortest road route, are not eligible for transportation services provided by Knox County Schools. Parents are responsible for determining the safest and most appropriate manner for their children to get to and from school.

## DISTANCE MEASUREMENT

Distance measurements for transportation purposes shall include only publicly maintained roads.

## BUS STOPS

Bus stops shall be determined by the Transportation Department and assigned based on the proximity from a student's primary residential address. Transportation services shall be provided to eligible students to and from their assigned bus stop and school and such services will be free of charge.<sup>1</sup>

Bus stops will be placed at the discretion of the Transportation Department with preference for optimal and safe locations pursuant to the criteria below. Bus stops will also be reevaluated by Transportation Department personnel as needed to address changing circumstances.

Eligible elementary school students should have a designated bus stop located no further than one-fourth (1/4) of a mile from their home unless there is not a safe location within that range to place a bus stop. In that case, a bus stop will be located as close to one-fourth (1/4) of a mile from their home as possible. Similarly, bus stops for elementary school students should be no closer than one-fourth (1/4) mile to one another on bus routes, but safety considerations may alter these distances.

Eligible middle and high school students should have a designated bus stop located no further than one-half (1/2) of a mile from their home unless there is not a safe location within that range to place a bus stop. In that case, a bus stop will be located as close to one-half (1/2) of a mile from their home as possible. Bus stops for middle and high school students should be no closer than one-half (1/2) mile to one another on bus routes, but safety considerations may alter these distances.

Eligible students who live in a development, subdivision, apartment complex, etc. without a continuous route of travel or who live on a dead-end road will have a designated bus stop located near the development entrance or the nearest intersection with a traversable road. Stops may be added within a development if there is a suitable turnaround location for the bus and one of the following conditions is met:

1. the distance from the entrance to the last residence along the shortest road route exceeds three-fourths (3/4) of a mile, or
2. fifteen (15) or more students ride the bus on a regular basis.

If any portion of a development, subdivision, apartment complex, etc. extends outside of the Parent Responsibility Zone but the only entrance(s) to that development are inside the Parent Responsibility Zone, all students residing in that development are eligible for transportation services.

The principal or their designee have the discretion to grant permission for a student to ride a non-assigned bus or utilize a non-assigned bus stop on a temporary basis by sending a signed note to the bus driver.

A parent or legal guardian may request for their child to exit a school bus at a destination other than their assigned bus stop on the student's return bus route after dismissal of school. The parent or legal guardian shall provide the building level administrator, or their designee, with a signed note from the parent or legal guardian requesting the change for that specific day. If the building level administrator, or their designee, approves the request, that person should also sign the note and provide the driver a copy bearing both signatures.<sup>2</sup>

Knox County Schools shall not provide transportation services to a location for the purpose of providing care to students prior to or immediately following the instructional day unless all of the following criteria are met:

1. A request is submitted by the child's parent/legal guardian.
2. School buses are not required to deviate from an established route.
3. No additional buses or other costs are incurred and seating is available.
4. The service facility's location and the school of the student's enrollment are located within the same attendance zone.
5. The student's primary residential address does not lie within the parent responsibility zone.
6. The program provider shall provide supervision when students board or leave the school bus at their facility.

In all other cases, parents/legal guardians who choose to enter into a joint agreement with a childcare provider shall assume all responsibility for transporting the child to and from the provider's location. Each



1 school will establish a procedure for parents/legal guardians to designate and provide permission for  
2 another party to transport their child.

### 3 4 **BUS ROUTES**

5  
6 The Transportation Department is responsible for surveying all bus and shuttle routes and scheduling all  
7 bus and shuttle transportation, including the determination of stops and the assignment of students.

8  
9 In all cases, except where it is deemed not possible by the transportation supervisor, buses will be routed  
10 so that drivers will not have to back up in order to complete a route.

11  
12 Once the official route is begun, stops shall only be made to take on, discharge or transfer students or  
13 staff. Buses are not to make any non-designated stops except for emergencies when transporting students.

14  
15 If a parent chooses to send a child to another school on an approved general transfer, that student is not  
16 eligible and shall not receive transportation services.

### 17 18 **TRANSIT TIME**

19  
20 Every effort shall be made to avoid scheduling students to be in transit more than one hour each way. At  
21 no time shall a student be in transit to or from school more than one and one-half hours each way.<sup>3</sup>

### 22 23 **SCHEDULING AND ROUTING APPEALS**

24  
25 Appeals of all matters related to school bus scheduling or routing shall be made to:

- 26  
27 1) Transportation Department Staff  
28 2) Transportation Lead Router  
29 3) Director of Transportation  
30 4) Assistant Superintendent of Operations  
31 5) Director of Schools  
32

33 The Director of Schools shall have the latitude to adjust bus scheduling and routing as needed in cases  
34 where there are extraordinary or exigent circumstances and when such a change is in the best interest of  
35 the student. Appeal instructions can be found in Knox County Schools Administrative Procedure AP-E-  
36 171.

### 37 38 **RESPONSIBILITY FOR STUDENTS AT BUS STOPS**

39  
40 It is a parent or legal guardian's responsibility to determine the means and the path their children use  
41 between their residence and their assigned bus stop. The parent shall monitor the child's safety and  
42 security at the bus stop and the path to and from the residence. The principal or the principal's designee  
43 shall apply school behavior procedures at bus stops when a student's misconduct was initiated at school  
44 or on the school bus.

### 45 46 **PAYMENT IN LIEU OF TRANSPORTATION**

47  
48 In cases where transportation cannot be furnished to a child because of the condition of roads or  
49 remoteness of the child's residence, the Director of Schools may direct the transportation department to  
50

1 pay<sup>4</sup> the child's parent or legal guardian an amount equal to the average per capita cost of transporting one  
2 (1) pupil during the previous school year if the following requirements are met:  
3

- 4 1. Maintain regular attendance
  - 5 2. Residence is more than one and one-fourth (1 1/4) miles from the school
  - 6 3. Attends the school in their official school zone
  - 7 4. Residence is more than one and one-fourth (1 1/4) miles from the nearest established bus stop
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37 Legal References:

- 38 1. T.C.A. § 49-6-2103.
- 39 2. T.C.A. § 49-6-2118.
- 40 3. T.C.A. § 49-6-2105.
- 41 4. T.C.A. § 49-6-2104.

42 Cross Reference:

- 43 • Knox County Schools Administrative Procedure AP-E-171.
- 44  
45

46 Approved as to Legal Form  
47 By Knox County Law Director 3/18/2024  
48 /Gary T. Dupler/Deputy Law Director  
49

<u>Section E:</u>  <b>Business Management</b>	<b>Knox County Board of Education Policy</b>		
	<b>Agreement for Pupil Transportation Services</b>	Descriptor Code:	Issued:
		<b>E-172</b>	<b>7/95</b>
		Reviewed:	Revised:
		<b>1/25</b>	<b>5/24</b>

## **AWARDING OF CONTRACTS**

The Director of Schools or the Director's designee shall conduct a plan of action annually to determine potential school bus service providers for the upcoming school year.

The Board of Education will contract with individual owners, partnerships, or corporations to provide pupil transportation services for periods of time as long as, but not exceeding, four (4) years from the date of entering into such contracts.<sup>1</sup>

Service providers shall be reputable citizens with records of responsibility and sound business judgment. If the service provider is a partnership or corporation, all partners or shareholders shall meet the requirements of individual service providers and their names shall be fully disclosed on the agreement with Knox County and all partners shall execute said agreement. If there is a change in the partners or their partnership interest, Knox County Schools shall be notified and the Director of Schools may determine to cancel the agreement unless all partners meet the requirements of these regulations.

## **TRANSFERRING CONTRACTS**

The Director of Schools shall have sole discretion in recommending to the Board any transfer or renewal of a school bus contractual agreement.

Service providers shall not attempt to or make any effort to sell rights under his/her agreement prior to the Director of Schools approving the assignment.

## **CANCELLATION OF CONTRACTS**

The Director of Schools may cancel an agreement for material breach as defined within the agreement.

In the event a service provider wishes to terminate the agreement, the provider shall give thirty (30) calendar days written notice to the Director of Schools or his designee.

## **SERVICE ASSIGNMENT**

The service provider, when called upon by the Transportation Department, shall make changes to assigned runs or routes, as directed by the Transportation Department. The Transportation Department has the sole discretion as to the service location, the time at which students are picked up and dropped off, the order in which students are picked up and dropped off, the path traveled between pick up points, the configuration of the bus or any other parameters necessary to the execution of the pupil transportation program in Knox County Schools.

## RESPONSIBILITIES OF SERVICE PROVIDERS AND THEIR EMPLOYEES

1. Each school bus and all related equipment shall be maintained in condition to operate safely at all times during the school year and shall conform to specifications as set forth by the State Board of Education, Tennessee Department of Safety, the National Highway Traffic Safety Administration, and the Knox County Schools Transportation Handbook.
2. Each bus driver shall obey all applicable state rules and regulations. Any driver who is found to be physically, mentally, or morally unfit shall be prohibited from operating a bus providing any services to Knox County Schools.
3. When a driver has been involved in an accident; is the subject of civil or criminal violations or charges; has been accused of sexual harassment, sexual assault, child abuse, or child endangerment; has received a traffic citation or a moving violation; or has failed to meet the obligations or performance standards as defined in Board of Education Policy, including but not limited to the Knox County Schools Civility Code, the contract for School Bus Services, or the Knox County Schools Transportation Handbook, the Contractor may be required to temporarily remove the driver from their driving position while an investigation is conducted. This temporary suspension may be lifted or extended based on investigative findings by school security, KCS administration and/or the appropriate law enforcement agency. If the findings of the investigation warrant, the driver may also be removed from the Driver Eligibility Roster.
4. Each service provider shall permit only drivers included on the Driver Eligibility Roster to drive a bus providing services to Knox County Schools in any capacity.
5. Each service provider shall provide continuous liability and property insurance coverage for any and all buses used to meet contractual obligations. Coverage shall be no less than amounts required by the rules and regulations of the State Board of Education.<sup>2</sup>
6. All buses shall have an operable electronic passenger safety alert system on the school bus as described in the Transportation Handbook.
7. Service providers and their employees shall represent Knox County Schools in a positive, appropriate, and professional manner.
8. Service providers and all individuals performing a safety-sensitive function in conjunction with said services shall comply with all federal Department of Transportation regulations and all applicable substance abuse programs.

## SCHOOL BUS MARKINGS

Service providers shall display the bus number assigned by the Transportation Department on both sides, on the rear, and on the front of their bus. Knox County Schools, the company name, or the service provider's name must be displayed at the beltline on both sides. Service providers shall remove any and all markings referencing Knox County Schools while conducting transportation services apart from those provided specifically to Knox County Schools.

Commercial advertising shall not be displayed inside the passenger area or exterior of a school bus while providing services in any capacity.

No items shall be displayed inside the passenger area or exterior of a school bus while providing services in any capacity which recommend, recruit or otherwise solicit student participation in any non-school sponsored activity.

#### **DRIVER DESIGNATION**

Service providers shall submit to the Transportation Department the designated driver for each service assignment prior to beginning their daily assignment. If that driver assignment is modified at any time, the Transportation Department should be notified immediately.

Service providers shall submit in writing to the building level administrator, or designee, the driver's name and driver identification number for all services originating at the building level. This requirement shall occur prior to initiating services.

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#### Legal References:

1. T.C.A. § 49-6-2101.
2. T.C.A. § 49-6-2111; TRR 0520-1-5-.01.

Approved as to Legal Form  
By Knox County Law Director 3/18/2024  
*/Gary T. Dupler/Deputy Law Director*

<u>Section:</u>  <b>Business Management</b>	<b>Knox County Board of Education Policy</b>		
	<b>Use of Vehicles for Work- Related Purposes Including Transporting Students</b>	Descriptor Code:	Issued:
		<b>E-173</b>	<b>7/95</b>
		Reviewed:	Revised:
		<b>1/25</b>	<b>3/25</b>

The Board recognizes that employees may need to rent, lease, or use their private vehicle for work-related purposes, including the transportation of students.

Any employee renting or leasing a vehicle in their name for work-related purposes must receive approval from the Director of Schools or the Director's designee and must:

- a. Provide proof of vehicle liability coverage issued to the insured indicating liability limits of at least \$300,000/\$700,000 per person/per accident (bodily injury) and \$100,000 per accident (property damage).
- b. Submit a copy of their valid driver's license.
- c. Submit documentation stating the purpose of the trip.
- d. Submit a quote for the rental or lease cost.

The Board shall assume no responsibility for liability in case of accident, unless the employee has the proper authorization described above.

## **TRANSPORTING STUDENTS**

1. To rent, lease, or use a private vehicle to transport students to any school related activity, the employee must receive approval from the Director of Schools or the Director's designee and must:
  - a. Provide proof of vehicle liability coverage issued to the insured indicating liability limits of at least \$300,000/\$700,000 per person/per accident (bodily injury) and \$100,000 per accident (property damage).
  - b. Submit a copy of their valid driver's license.
  - c. Submit documentation stating the purpose of the trip.
  - d. Submit a quote of the cost if renting or leasing a vehicle and shall assume the same responsibility and liability as an employee owned vehicle. In this case, all requirements of any private vehicle for school purposes are required.
2. A passenger van designed to carry more than 10 persons shall **NOT** be used to transport students.<sup>1</sup>

3. The District shall assume no responsibility for liability in case of accident, unless the employee has the proper authorization described above.
4. The Board specifically forbids any employee to transport students for school purposes without prior authorization by the Director of Schools or his designee.
5. Privately-owned school buses and drivers of such shall meet all requirements of state law and Tennessee State Board Rules, Regulations, and Minimum Standards.<sup>2</sup>
6. No student shall be sent on school related errands in a vehicle owned by the student or an employee without written parental permission and proof of insurance.
7. No employee may ask for or give permission to students to transport other students to and from any school or school-related activity.
8. It is also the responsibility of the principal to verify that all drivers possess a valid driver's license and proof of vehicle liability insurance.

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Legal References:

1. TCA § 49-6-2115.
2. TRR/MS 0520-1-5.

Approved as to Legal Form  
By Knox County Law Director 1/17/2025  
/Gary T. Dupler/Deputy Law Director

<b>Section E:</b>  <b>Business Management</b>	<b>Knox County Board of Education Policy</b>		
	<b>Use of School System Owned or Leased Vehicles</b>	Descriptor Code:	Issued:
		<b>E-180</b>	<b>6/15</b>
		Reviewed:	Revised:
		<b>1/25</b>	<b>3/23</b>

## GENERAL

It is necessary for the Knox County Schools to operate a fleet of vehicles to support the maintenance, security, food service and various other operations of the school system. The Director of Schools will establish appropriate procedures to ensure all Board of Education owned or leased vehicles are properly maintained and safely operated in compliance with all applicable local, state and federal statutes and regulations. Procedures developed by the Director of Schools should at a minimum address vehicle maintenance, operation and driver training.

## ASSIGNMENT AND USE OF VEHICLES

The Director of Schools or the Director's designee may assign vehicles to employees, either solely for use during normal working hours or in limited cases as a drive home vehicle, consistent with the criteria as provided herein. District-owned or leased vehicles shall be used exclusively for the conduct of official school business, and the use of such vehicles for personal purposes such as attending to personal affairs, social engagements or unapproved commuting is prohibited. If an employee is assigned a drive home vehicle, this shall be an employment condition. Any use of the drive home vehicle other than driving between the employee's residence and work locations shall be a limited use as provided herein.

District-owned or leased vehicles may be assigned to employees on the basis of their job duties and responsibilities. However, the following criteria shall be considered in assigning an employee the responsibility of driving a District-owned, leased, operated or controlled vehicle to his or her residence after the duty day is concluded.

1. The employee is on-call and/or has emergency response duties during off duty hours.
2. The employee is assigned duties at multiple work sites.
3. If the employee qualifies under 1 or 2 above on a temporary basis, s/he may be assigned a District vehicle on a corresponding temporary basis.
4. If it will be more cost effective to the District to provide the employee with a vehicle, because the employee's mileage reimbursement consistently averages more than the cost of assigning a District-owned or leased vehicle to that employee.

## COMPLIANCE WITH IRS RULES

Employees authorized to drive home District-owned or leased vehicles will be subject to applicable IRS requirements. Pursuant to the Internal Revenue Code, the annual value of commuting will be included on the employee's W-2 form at the end of each calendar year and shall be in accordance with IRS rules and regulations.



## DE MINIMIS USE PERMITTED

Personal use of Drive-home vehicles is prohibited except for de minimis personal use such as commuting to and from home to work; stopping for a personal errand on the way between a business location and the employee's home; or traveling to and from lunch, for medical appointments and personal errands.

## GENERAL RESPONSIBILITIES OF OPERATORS AND OCCUPANTS

All vehicles will be operated in a manner consistent with all applicable traffic laws and ordinances of the jurisdiction in which they are operated.

Additionally, the following provisions shall apply to any employee operating a District-owned or leased vehicle. Failure to comply with these provisions may subject the employee to disciplinary action up to and including suspension or termination.

1. *License.* Employees who operate District-owned or leased vehicles for District business shall have a current and valid driver's license as required by law.
2. *Business Purposes Only.* The District-owned or leased vehicles furnished to employees, whether for use during duty hours or for take-home, are to be used exclusively for District business and shall not be used at any time for the operator's private, personal use or convenience, except as provided herein.
3. *Used Only by Employee(s).* Only employees may drive or operate District-owned or leased vehicles. Occupants of District-owned or leased vehicles shall be limited to personnel employed by the District or individuals whose business is directly related to District business.
4. *Employees Responsible for Moving and Parking Citations.* Employees are financially responsible for any moving violations and parking citations that may be incurred while using District-owned or leased vehicles. Failure of the driver to pay the fines may cause the loss of driving privileges of District-owned or leased vehicles. The use of cell phones, pagers, laptops or any other electronic equipment is prohibited while operating the vehicle.
5. *Safe Driving Practices.* Employees shall obey traffic regulations, exercise reasonable care and observe safe driving practices at all times while driving vehicles owned, leased, or rented by, or on loan to, the District.
6. *Smoking or Tobacco Use Prohibited.* Driver and passengers are prohibited from smoking or using tobacco in District-owned or leased vehicles.
7. *Responsibility for Care and Maintenance.* Employees using any District-owned or leased vehicle are responsible for its care and return in good condition. All employees assigned District-owned vehicles are responsible for meeting established vehicle maintenance schedules.
8. *Reporting of Damage and Accidents.* Employees must report any accident or damage involving a District-owned or leased vehicle to their direct supervisor, and the direct supervisor must contact both the Department Supervisor (if applicable) and the District Property Manager. In the event of an accident, the driver shall follow the steps outlined in the "Driver's Report at Accident Scene Checklist" located inside the vehicle and submit the forms as directed on the packet envelope. The

1 Department Supervisor and Property Management will decide the appropriate next course of  
2 action.

- 3  
4 9. *Compliance with Other Administrative Procedures.* All employees who drive District-owned  
5 vehicles must comply with other administrative procedures as established by the Director of  
6 Schools.  
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46 Approved as to Legal Form  
47 By Knox County Law Director 3/18/2024  
48 /Gary T. Dupler/Deputy Law Director  
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<u>Section E:</u>  <b>Business Management</b>	<b>Knox County Board of Education Policy</b>		
	<b>School Nutrition Management</b>	Descriptor Code:	Issued:
		<b>E-190</b>	<b>7/95</b>
		Reviewed:	Revised:
		<b>1/25</b>	<b>5/24</b>

School food service shall be operated on a nonprofit basis and shall comply with all rules and regulations pertaining to health, sanitation, internal accounting procedures, and service of foods and shall meet all state and federal<sup>1</sup> requirements necessary for participation.

The system's School Nutrition Director or coordinator shall oversee the program. All products and services necessary for the operation of the School Nutrition Department shall be procured under the direction of the School Nutrition Department.

School Nutrition receipts shall be used only to pay regular School Nutrition operating costs. When food service facilities are used by outside agencies, an adequate fee approved by the Board shall be charged and the manager shall ensure that no USDA commodities or supplies provided for the regular program are used.

The principal shall correlate the School Nutrition program with areas of instruction.

Students shall be permitted to bring their lunches from home and to purchase beverages and incidental items at school.

#### **FREE OR REDUCED PRICE MEALS**

The criteria and procedures for determining a student's need and steps in securing for students no-cost or reduced-cost lunches as established at the state/federal level will be outlined and made known by the principal and the School Nutrition Department.

Students who participate in no-cost or reduced-cost meals will not be distinguished in any way from students who pay the regular price. Their names will not be made known to any person except such staff member(s) as needed to make the special arrangements for them.

#### **COMPETITIVE FOODS/VENDING MACHINES**

The sale of all competitive food and beverages to students during school hours must comply with current state and federal regulations concerning competitive foods.<sup>1</sup>

Competitive foods, including but not limited to food and beverages sold in vending machines shall be controlled so that they shall not encourage poor eating habits and they shall follow the Smart Snacks in Schools nutritional standards, as referenced in Board Policy I-440.

Schools may operate vending machines for employee use only in employee areas which are off limits to students.

**SANITATION**

Principals, jointly with the School Nutrition Department, shall be responsible for implementing regulations from the Department of Health and seeing that school cafeterias meet acceptable standards of cleanliness at all times.

**"OFFER VS. SERVE" POLICY**

Knox County Schools implements "Offer vs. Serve" for lunch in all high schools and middle schools. Each elementary school will have the option of implementing the "Offer vs. Serve" method if they so desire. In accordance with U.S. Department of Agriculture (USDA) regulations, students must choose at least three (3) of the five (5) components offered, and one component must be a fruit or vegetable.<sup>2</sup>

Knox County Schools implements "Offer vs. Serve" for breakfast, at all grade levels. In accordance with USDA regulations, students must choose three (3) items, and one item must be a fruit or vegetable.<sup>3</sup>

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**Legal Reference:**

1. State Board of Education Rule 0520-01-06; 7 CFR § 210.11.
2. 7 CFR § 210.10(e).
3. 7 CFR § 220.8(e).

**Cross Reference:**

- Knox County Board of Education Policy I-440 Wellness Policy.

Approved as to Legal Form

By Knox County Law Director 3/18/2024

/Gary T. Dupler/Deputy Law Director

<u>Section E:</u>  <b>Business Management</b>	<b>Knox County Board of Education Policy</b>		
	<b>School Nutrition Program Charges</b>	Descriptor Code:	Issued:
		<b>E-191</b>	<b>7/16</b>
		Reviewed:	Revised:
		<b>1/25</b>	<b>9/23</b>

## **GENERAL**

Ensuring that students are offered wholesome, nutritious and appealing meals helps ensure that students are ready to engage in the rigorous instruction and academic expectations of Knox County Schools. Knox County Schools operates a school nutrition program, managed under state and federal guidelines, that is designed to meet this need. Federal regulations require that this program operate financially independent from other school system activities. As such, the program has strict requirements to ensure that student meal accounts be made whole at the end of each fiscal year.

Students are encouraged to pre-pay for meals using the accounts made available to all students through the School Nutrition Program point of sale system. However, the Board of Education understands that students may from time to time lose meal money or find their account unexpectedly in arrears. Therefore, the School Nutrition Director will provide a system to allow students to charge meals. Charging meals is for emergencies only, and this courtesy is extended only to students. Students shall not charge a la carte (extra) items.

## **CHECKS RETURNED DUE TO NON-SUFFICIENT FUNDS (NSF)**

The School Nutrition Department, along with the district's Finance team, will implement a procedure for notifying a parent or legal guardian of a check returned for NSF.

Once an NSF check has been received from a parent or legal guardian, checks will no longer be accepted from the parent or legal guardian until the NSF amount has been paid in full.

## **APPLYING FOR FREE-REDUCED PRICE MEALS**

Parents or legal guardians may apply for free or reduced price meals at any time during the school year. If a student's eligibility status changes to free or reduced price, any prior unpaid meal charges that have accrued are still owed.

## **PROCEDURES FOR COLLECTING DEBT**

Each school cafeteria in conjunction with the school administration and School Nutrition Director, shall communicate regularly with students' parents or legal guardians regarding any unpaid meal charges in the following manner:

1. The School Nutrition Department will notify the parent or legal guardian via the district's communication system of a student's unpaid account balance, and inquire as to whether the family would like to apply for free or reduced price meals.

2. If necessary, once a student's balance exceeds \$25.00, the School Nutrition Department will contact the parent or legal guardian in writing regarding the negative balance.
3. If necessary, the school principal or the principal's designee will contact the parent or legal guardian in writing or by telephone.
4. The debt shall be referred to a collection agent (if available) retained by the Knox County Schools for such purpose. The Director of Schools shall establish in procedure a reasonable threshold for the level of debt to be referred for collection.

To comply with federal and state regulations, unpaid meal charges and any other related monies owed to the School Nutrition Program must be paid from funds other than those of the School Nutrition Program. Any loss arising from unpaid meal charges or other bad debts (e.g. NSF checks and NSF check fees) are unallowable.

At the end of each fiscal year, the Director of School Nutrition is responsible for compiling and reporting all unpaid meal charges and other bad debts to the Knox County Schools Finance office for reimbursement from the General Purpose School Fund.

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Legal Reference:

1. *Tennessee Internal School Uniform Accounting Policy Manual.*

- The Procedures for Collecting Debt section of this policy was suspended June 10, 2020 through the 2021-2022 school year in response to the state of emergency caused by the coronavirus (COVID-19) pandemic.
- Lines 7-9 on Page 2 of this policy were suspended on February 9, 2023 for debt accrued during the 2022-2023 school year.

Approved as to Legal Form  
By Knox County Law Director 3/18/2024  
/Gary T. Dupler/Deputy Law Director

<u>Section E:</u>  <b>Business Management</b>	<b>Knox County Board of Education Policy</b>		
	Descriptor Term:  <b>Insurance Management</b>	Descriptor Code:	Issued:
		<b>E-200</b>	<b>7/95</b>
		Reviewed:	Revised:
		<b>5/25</b>	<b>7/25</b>

## DISTRICT COVERAGE

The insurance program shall provide coverages for the Local Education Agency (LEA) in a minimum of the following broad categories:

1. Property: Buildings and contents against fire, extended coverage, vandalism and malicious mischief, boiler and machinery explosion, and vehicles;
2. Liability: Board members, Director of Schools and employees discharging their duties;
3. Worker's compensation; and
4. Fidelity: Blanket official bond and/or coverage of the Director of Schools and fiscal agent as required by statute<sup>1,2</sup> and with approval of the County Mayor.<sup>3</sup>

The Director of Schools shall continually review the insurance program to ensure that adequate protection is being provided at a reasonable price.

## GROUP HEALTH<sup>4</sup>

The Board shall make available group health insurance for all employees according to the rules established by the State Group Insurance program at established rates of employee contributions. The plan carrier shall be at the sole discretion of the Board as allowed by state law.

Such insurance is subject to Collaborative Conferencing.<sup>5</sup>

## ANNUITIES/SUPPLEMENTAL INSURANCE<sup>6</sup>

A tax-sheltered annuity allows employees to make pre-tax contributions from their income into a supplemental retirement plan.

Beginning July 2025, employees may enroll in a 403(b) tax-sheltered annuity plan through the district's third-party plan administrator/provider. Employees who establish a 403(b) tax-sheltered annuity plan with vendors prior to April 30, 2025 may continue to make contributions to their current plans. All new 403(b) tax-sheltered annuity plans shall be initiated and maintained through the district's single third-party administrator/provider.

Additionally, 457 tax-sheltered annuity plans are available to employees through either the Tennessee Consolidated Retirement System (TCRS) or the Knox County Retirement System.

Detailed information may be obtained from the Knox County Schools Benefits and Employee Relations Department.

## **STUDENTS**

A general accident insurance with no Board contribution is available to students on a voluntary basis. Information and the opportunity to enroll will be made available on Knox County Schools' web page.

Pursuant to Policy I-171, any students who participate in organized TSSAA-sanctioned athletic activities must have insurance coverage through the Knox County Schools Athletics Program.

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### Legal References:

1. T.C.A. § 8-19-101.
2. T.C.A. § 49-3-315(b)(3).
3. T.C.A. § 49-2-102.
4. T.C.A. § 49-2-209.
5. T.C.A. § 49-5-608.
6. T.C.A. § 49-2-208.

### Cross References:

- Policy E-201 Workers' Compensation.
- Policy G-110 Collaborative Conferencing.
- Policy I-171 Interscholastic Athletics.



<u>Section E:</u>  <b>Business Management</b>	<b>Knox County Board of Education Policy</b>		
	Descriptor Term:  <b>Workers' Compensation</b>	Descriptor Code:	Issued:
		<b>E-201</b>	<b>7/95</b>
		Reviewed:	Revised:
		<b>1/25</b>	<b>5/23</b>

The Board previously elected to engage Knox County to provide workers' compensation coverage and administer claims on behalf of Knox County Schools' classified and certified employees by an agreement adopted in 2016. Workers' compensation benefits shall be administered in accordance with Tennessee law.

Knox County Schools and Knox County shall designate a medical panel of three (3) or more independent reputable physicians, surgeons, chiropractors, or specialty practice groups if available in injured employee's community or, if not so available, in accordance with Tennessee law, from which the injured employee shall select one (1) to be the treating physician.

This policy is not intended to supersede or modify the procedures applicable to employees eligible for reasonable accommodation under the Americans with Disabilities Act (ADA) or leave benefits under the Family and Medical Leave Act (FMLA). Inquiries about the ADA or FMLA should be directed to the human resources department (HR).

Knox County Schools defines "transitional work" as temporary, modified work assignments within the worker's physical abilities, knowledge, and skills as determined by the treating physician. When possible, transitional positions will be made available to injured workers to minimize or eliminate time lost from work. Knox County Schools cannot guarantee a transitional position and is under no obligation to offer, create or encumber any specific position for purposes of offering placement to such a position.

In the event an employee refuses transitional work, the employee will not be eligible for continuing temporary total disability benefits beyond the date of the Schools' "transitional work" offer. If the employee refuses transitional work, the employee must use sick or other available leave.

#### **TEMPORARY DISABILITY BENEFITS (WAGE REPLACEMENT)**

Disability begins when the authorized treating physician takes an employee off work or transitional work is not available. No compensation shall be allowed for the first seven (7) days of disability resulting from the injury, excluding the day of injury, but if disability extends beyond that period, compensation shall commence with the eighth day after the injury. In the event, however, that the disability from the injury exists for a period as long as fourteen (14) days, then compensation shall be allowed beginning with the first day after the injury. Temporary disability benefits are two-thirds (2/3) of an employee's average weekly wages earned during the 52 weeks prior to the injury.

The Tennessee Workers' Compensation Insurance Posting Notice shall be posted in a prominent place where all employees have access.

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Legal References:

1. T.C.A. § 50-6-204 (3) (A).
2. T.C.A. § 50-6-205(a).

Approved as to Legal Form  
By Knox County Law Director 3/18/2024  
*/Gary T. Dupler/Deputy Law Director*

<b>Section F:</b>  <b>Facility Expansion Program</b>	<b>Knox County Board of Education Policy</b>		
	Descriptor Term:	Descriptor Code:	Issued:
	<b>Facility Expansion Program</b>	<b>F-100</b>	<b>7/95</b>
	<b>Goals and Objectives</b>	Reviewed: <b>1/25</b>	Revised: <b>4/17</b>

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

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

1. To base size, capacity and educational specifications for facilities on site/area specific program requirements in accordance with the capital priorities established by the Board;
2. To be economically efficient in the design of facilities with particular attention paid to meeting student needs and long-term maintenance implications;
3. To design school buildings in accordance with grade level program standards.
4. To design school buildings, which may be easily upgraded and/or expanded, for maximum years of use.
5. Consider current and/or state of the art design, construction, operational, and environmental practices as well as technological innovation as appropriate and feasible.

Approved as to Legal Form  
By Knox County Law Director 3/18/2024  
/Gary T. Dupler/Deputy Law Director

<b>Section F:</b>  <b>Facility Expansion Program</b>	<b>Knox County Board of Education Policy</b>		
	Descriptor Term:	Descriptor Code:	Issued:
	<b>Alterations and Modifications to Facilities</b>	<b>F-110</b>	<b>9/01</b>
		Reviewed: <b>1/25</b>	Revised: <b>4/17</b>

Facilities include all structures, real property and campus environs subject to the oversight of the Board.

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

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

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

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

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

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Legal Reference:

1. T.C.A. § 49-6-2006(a).

Approved as to Legal Form  
Knox County Law Director 3/18/2024  
/Gary T. Dupler/Deputy Law Director

<u>Section F:</u>  <b>Facility Expansion Program</b>	<b>Knox County Board of Education Policy</b>		
	<b>Building New Athletic Facilities</b>	Descriptor Code:	Issued:
		<b>F-121</b>	<b>7/95</b>
		Reviewed:	Revised:
		<b>1/25</b>	<b>5/24</b>

The Knox County Schools shall provide funds for appropriate athletic facilities in the following situations:

1. When building new high school facilities.
2. When required to address Title IX issues verified by the Director of Schools or the Director's designee, in consultation with the Knox County Law Director's Office.
3. For replacement due to condemnation, safety factors, or catastrophic loss.
4. When the facility is at the end of useful life.

New and renovated facilities must meet applicable codes of authorities having jurisdiction and Board standards. Facilities which are financed by sources outside the school system, must be fully funded and unencumbered by debt and must have a detailed plan for funding before submitting the request for final approval by the Board. The Board must approve all projects prior to the start of construction.

Approved as to Legal Form  
By Knox County Law Director 3/18/2024  
/Gary T. Dupler/Deputy Law Director

<u>Section F:</u>  <b>Facility Expansion Program</b>	<b>Knox County Board of Education Policy</b>		
	Descriptor Term:	Descriptor Code:	Issued:
	<b>Retirement and Disposal of Facilities</b>	<b>F-130</b>	<b>5/03</b>
		Reviewed: <b>1/25</b>	Revised: <b>5/17</b>

As populations mature or shift, school buildings and campuses may no longer be needed and may be repurposed or returned to Knox County for the benefit of the public. The Board will be guided by the following when determining whether to retire facilities:

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

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

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

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

<u>Section F:</u>  <b>Facility Expansion Program</b>	<b>Knox County Board of Education Policy</b>		
	Descriptor Term:  <b>Naming Facilities</b>	Descriptor Code:	Issued:
		<b>F-140</b>	<b>7/95</b>
		Reviewed:	Revised:
		<b>1/25</b>	<b>3/20</b>

The Board of Education shall approve the name of all the Knox County Schools facilities or portions of facilities. The removal of a name or the re-naming of facilities or portions of facilities shall also require Board approval.

All requests to name facilities or portions of facilities shall first be submitted to the Board of Education Naming Facilities Committee. The Naming Facilities Committee shall consist of three Board of Education members who will be appointed to one-year terms by the Chair of the Board of Education with confirmation by the Board of Education. The Naming Facilities Committee shall convene as soon as practicable after its appointment and elect a Chair. The Naming Facilities Committee will make recommendations regarding the naming of facilities or portions of facilities to the Board of Education for consideration.

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

1. A high school will generally be named according to the area in which the building is located, except when such naming would not be applicable or appropriate.
2. Discrete portions of school facilities such as laboratories, auditoriums, libraries, gymnasiums, stadiums, athletic facilities, or individual buildings may be named with the approval of the Board of Education.

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

If a school or portion thereof is to be named for an individual who has made a contribution in the field of education or to local, state or federal government, the individual shall no longer be active in the field of education or government, respectively.

Cross Reference:

- Knox County Board of Education Policies B-110 and B-140.

Approved as to Legal Form  
By Knox County Law Department 3/18/2024  
/Gary T. Dupler/Deputy Law Director

<u>Section F:</u>  <b>Facility Expansion Program</b>	<b>Knox County Board of Education Policy</b>		
	Descriptor Term:  <b>New Project Planning</b>	Descriptor Code:	Issued:
		<b>F-150</b>	<b>7/95</b>
		Reviewed:	Revised:
		<b>1/25</b>	<b>3/25</b>

## ARCHITECT SELECTION

Believing that several separate architects or architectural firms will produce a wider range of experience and talent which should result in development of better or more efficient plans, the KCS Facilities and New Construction Department will initiate a Request for Qualifications (RFQ) through the Knox County Procurement Office for each project requiring the use of an architect. The Director of Schools shall recommend the highest scoring architect from the RFQ to the Board for consideration.

It shall be the responsibility of the Board to approve the contract with the architect. Architectural fees shall be fixed, based on the Tennessee State fee schedule and shall also include the cost of civil engineering design.

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

## ENGINEER SELECTION

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

## SITE SELECTION

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

## EQUIPMENT AND FURNITURE SELECTION

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

## FINANCIAL METHODS

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

## PROJECT DELIVERY METHOD

1. Outside Agency
2. Design, Bid, Build Process



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Cross Reference:

- Knox County Schools Administrative Procedure AP-F-150.

Approved as to Legal Form  
By Knox County Law Director 1/17/2025  
*/Gary T. Dupler/Deputy Law Director*

<u>Section F:</u>  <b>Facility Expansion Program</b>	<b>Knox County Board of Education Policy</b>		
	Descriptor Term:  <b>Capital Planning</b>	Descriptor Code:	Issued:
		<b>F-151</b>	<b>7/95</b>
		Reviewed:	Revised:
		<b>1/25</b>	<b>4/17</b>

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

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

- 1) Major new construction needs, and
- 2) Maintenance and upgrades to existing facilities.

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

Building use and condition are two primary criteria driving capital decisions. Use reflects the capacity of the school building with respect to current enrollment and projected growth as well as educational programming. Building condition simply defines the physical state of the school structure in terms of needed repair and deferred maintenance. Economics, Functionality, and Zoning Implications are additional factors to be carefully considered for new construction and capital investment.

Approved as to Legal Form  
By Knox County Law Director 3/18/2024  
/Gary T. Dupler/Deputy Law Director

<u>Section G:</u>  <b>Human Resources</b>	<b>Knox County Board of Education Policy</b>		
	Descriptor Term:	Descriptor Code:	Issued:
	<b>Introduction to Human Resources Policies</b>	<b>G-100</b>	<b>7/95</b>
		Reviewed: <b>5/25</b>	Revised: <b>2/12</b>

Focused and responsive human resources activities are essential in achieving the goals and objectives of the Board. The primary human resource goals and objectives include:

1. Ensuring the best qualified personnel are recruited and employed;
2. Administering compensation, benefits and training in a manner that maximizes recruiting and retention of highly effective employees;
3. Fostering an atmosphere and expectation of superior customer service in all human resource activities;
4. Administering and supporting a system of constructive personnel performance evaluations focused on continuous improvement and professional growth for all employees;
5. Ensuring personnel are recruited, hired, assigned, developed, promoted and evaluated so their skills are used to the maximum benefit of students.

<u>Section G:</u>  <b>Human Resources</b>	<b>Knox County Board of Education Policy</b>		
	<b>Collaborative Conferencing</b>	Descriptor Code:	Issued:
		<b>G-110</b>	<b>11/12</b>
		Reviewed:	Revised:
		<b>5/25</b>	

The Board of Education believes that a meaningful interest-based dialogue with professional educators is a productive and constructive means to solve problems and enhance the quality of education in the Knox County Schools. Further, the Board values the strong collaborative relationship that it has traditionally enjoyed with the teachers in our school system. Therefore, the School Board embraces and supports the process of Collaborative Conferencing required in Tennessee under the Professional Educators Collaborative Conferencing Act (PECCA).<sup>1</sup>

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

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Legal Reference:

1. T.C.A. § 49-5-601.

Section G:  <b>Human Resources</b>	<b>Knox County Board of Education Policy</b>		
	Descriptor Term:  <b>Professional Growth Opportunities</b>	Descriptor Code:	Issued:
		<b>G-120</b>	<b>7/95</b>
		Reviewed:	Revised:
		<b>5/25</b>	<b>10/24</b>

## IN-SERVICE EDUCATION

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

## ADMINISTRATIVE AND SUPERVISORY EMPLOYEES

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

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

## PROFESSIONAL EMPLOYEES

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

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

## SUPPORT PERSONNEL AND TRAINING FOR ALL EMPLOYEES

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

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

1) schools focusing on learning; 2) district and building administrators working with staff to clarify goals and expectations through the School Improvement Plan; 3) focusing on changes in curricular, instructional, and assessment practices with improved student learning as the goal; and 4) provides

adequate appropriate training experiences at the school level and system level, with fellow assistance from curriculum generalists, specialists, and content area supervisors to help incorporate the new teacher learning into an ongoing practice.

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

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

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

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

Beginning with the 2024-2025 school year and each school year thereafter Knox County Schools shall ensure that all school personnel annually receives de-escalation training promulgated by the Tennessee Department of Safety.<sup>3</sup>

### **SUBSTITUTE TEACHERS**

Substitute teachers will receive the annual safety training required by T.C.A. § 49-6-805(7) or other instruction on emergency response procedures developed by the Knox County Board of Education and Knox County Schools.

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#### **Legal References:**

1. State Department of Education Guidelines for Planning Approval In-service Education Activities, 1997; T.C.A. § 49-6-3004(c)(1).
2. T.C.A. § 49-5-5703(a).
3. T.C.A. § 49-6-805(7).

Approved as to Legal Form  
By Knox County Law Department 8/16/2024  
/Gary T. Dupler/Deputy Law Director

<b>Section G:</b>  <b>Human Resources</b>	<b>Knox County Board of Education Policy</b>		
	Descriptor Term:	Descriptor Code:	Issued:
	<b>Employee Complaints and Grievances</b>	<b>G-130</b>	<b>7/95</b>
		Reviewed:	Revised:
		<b>5/25</b>	<b>6/17</b>

## DEFINITIONS

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

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

## COMPLAINTS

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

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

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

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

## GRIEVANCES

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

Teachers or principals may submit a grievance regarding the accuracy of performance evaluation data and/or the adherence to the performance evaluation policies adopted by the State Board of Education. Any grievance of this nature shall be addressed as provided for in a procedure developed by the Director of Schools which will comport with regulatory guidance adopted by the State Board of Education establishing the local board of education as the final appeal authority in this matter.<sup>1, 2</sup>

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2 If the Board Chair determines that a document submitted to the School Board as a performance  
3 evaluation grievance appeal does not meet the definition of a grievance outlined above, the Chair shall  
4 be empowered to inform the grievant that the Board will not hear the appeal.  
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40 Legal References:

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42 1. T.C.A. § 49-1-302.  
43 2. Tennessee State Board of Education Policy 5.201 Teacher and Principal Evaluation Policy.  
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45 Approved as to Legal Form  
46 By Knox County Law Director 6/5/2017  
47 /Gary T. Dupler/Deputy Law Director  
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<u>Section G:</u>  <b>Human Resources</b>	<b>Knox County Board of Education Policy</b>		
	Descriptor Term:	Descriptor Code:	Issued:
	<b>Complaints About School Personnel</b>	<b>G-131</b>	<b>07/95</b>
		Reviewed: <b>5/25</b>	Revised: <b>6/17</b>

Whenever a complaint about an employee is made to the Board of Education as a whole or to a Board member as an individual, it will be referred to the Director of Schools for review, investigation and/or action as may be appropriate. The employee involved shall be advised of the nature of the complaint and given opportunity for explanation, comment, and presentation of the facts as he or she sees them.

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

Individuals or groups desiring to speak to the Board shall follow the same procedures as outlined in board policy dealing with public participation at board meetings.

<b>Section G:</b>  <b>Human Resources</b>	<b>Knox County Board of Education Policy</b>		
	Descriptor Term:	Descriptor Code:	Issued:
	<b>Staff-Student Relations</b>	<b>G-140</b>	<b>7/95</b>
		Reviewed:	Revised:
		<b>5/25</b>	<b>6/17</b>

The relationship between staff (i.e. any individual employed by the Knox County Schools, any student teacher, volunteer, or employee of a contractor), and students should be one of learning cooperation, understanding and mutual respect. The staff has the responsibility to provide an atmosphere conducive to learning and to motivate each student to perform to his or her capacity.

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

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

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

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

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

<u>Section G:</u>  <b>Human Resources</b>	<b>Knox County Board of Education Policy</b>		
	<b>Staff-Community Relations</b>	Descriptor Code:	Issued:
		<b>G-150</b>	<b>5/08</b>
		Reviewed:	Revised:
		<b>5/25</b>	<b>5/23</b>

## COMMUNITY ACTIVITIES

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

## POLITICAL ACTIVITIES

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

Any employee who intends to campaign for an elective public office which infringes upon a contracted agreement shall present a proposed solution to the Board for consideration. The essential element to be determined by the Board is whether the activities proposed by the employee are consistent with his services to the school system and the best interests of education. Solicitation or advertising in any form by candidates for public office or political-oriented organizations (for example, issues on a public ballot) is not permitted. Political literature shall not be distributed through the school to students, nor sent home to parents, nor placed in teachers' mailboxes, lounges, or on school premises.

Approved as to Legal Form  
By Knox County Law Director 3/27/2023  
/Gary T. Dupler/Deputy Law Director

<b>Section G:</b>  <b>Human Resources</b>	<b>Knox County Board of Education Policy</b>		
	<b>Staff Conflict of Interest</b>	Descriptor Code:	Issued:
		<b>G-160</b>	<b>7/95</b>
		Reviewed:	Revised:
		<b>5/25</b>	<b>5/08</b>

Employees of the Board shall not engage in, or have a financial interest in, any activity that raises a reasonable question of conflict of interest with their duties and responsibilities as members of the school staff. This includes but is not limited to the following:

1. School employees may not purchase for sale to students any goods or equipment or render any service to the school system on a commission basis;<sup>1</sup>
2. Employees who have patented or copyrighted any device, publication, or other item shall not receive royalties for use of such item in the school system;
3. Employees shall not engage in any type of work where the source of information concerning a customer, client, or employer originates from information obtained through the school system;<sup>2</sup>
4. The Board shall make no purchase of supplies, materials, or equipment from a school system employee<sup>2</sup>; and
5. Employees shall not sell instructional supplies, equipment and reference books in a territory that includes the parents of the children of the school in which the employee is assigned.
6. Employees shall be permitted to hold employment outside the school system so long as such activities do not (a) occur during the school day, or (b) interfere with regularly scheduled or appropriately assigned duties for the school system, or (c) reflect unfavorably on the school system.

Legal Reference:

1. T.C.A. § 49-6-2003.

2. Knox Co. Charter Provision 8.08.

<u>Section G:</u>  <b>Human Resources</b>	<b>Knox County Board of Education Policy</b>		
	<b>Social Media</b>	Descriptor Code:	Issued:
		<b>G-161</b>	<b>10/18</b>
		Reviewed:	Revised:
		<b>5/25</b>	

## **SOCIAL MEDIA**

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

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

## **EMPLOYEES**

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

### **Professional Use of Social Media**

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

guardians. “Tagging” is the practice of identifying a user in the context of a comment or photo. Security settings should be set to ensure that a professional profile cannot be tagged by other users and that only authorized people can post as an administrator of the page.

- Employees have an individual responsibility to understand the rules of the social media being used and act to ensure the safety of students.
- Employees are responsible for reporting use of social media not in accordance with KCS policy to building administration.
- When using professional social media accounts or digital communication tools to connect and communicate with students and/or families, KCS staff should always comply with all Board of Education policies including, but not limited to:

Civility Code (B-230)

Staff-Student Relations (G-140)

Staff-Community Relations (G-150)

Use of Copyrighted Materials (I-230)

Harassment of Students (J-210)

Harassment, Intimidation, and Bullying or Cyber-bullying (J-211)

Student Publications (J-470)

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

#### **Personal Use of Social Media**

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

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#### **Legal Reference:**

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

<u>Section C:</u>  <b>General School Administration</b>	<b>Knox County Board of Education Policy</b>		
	Descriptor Term:  <b>Nepotism</b>	Descriptor Code:	Issued:
		<b>G-162</b>	<b>7/95</b>
		Reviewed:	Revised:
		<b>5/25</b>	<b>7/25</b>

A school administrator and a family member of first-degree affinity or consanguinity shall not be assigned to the same school.

Relatives may be assigned to the same school where neither is an administrator, upon the recommendation of the principal and the Director of Schools.

No employee shall be under the immediate supervision of a member of the employee's immediate family, including a wife or husband, parent, grandparent, child, grandchild, brother, sister, mother-in-law, father-in-law, daughter-in-law, son-in-law, brother-in-law, or sister-in-law.

The Director of Schools may take prompt action if an actual or potential conflict of interest arises involving relatives or individuals involved in a dating relationship who occupy positions at any level (higher or lower) in the same line of authority that may affect the review of employment decisions.

If a relative relationship is established after employment between employees who are in a reporting situation described above, it is the responsibility and obligation of the supervisor involved in the relationship to disclose the existence of the relationship to the director of schools or his or her designee.

In other cases where a conflict or the potential for conflict arises because of the relationship between employees, even if there is no line of authority or reporting involved, the employees may be separated by reassignment or disciplinary action may be taken as appropriate. Employees in a close personal relationship should refrain from public workplace displays of affection and/or excessive personal conversation.

Approved as to Legal Form  
By Knox County Law Director 5/16/2025  
/Gary T. Dupler/Deputy Law Director

<b>Section G:</b>  <b>Human Resources</b>	<b>Knox County Board of Education Policy</b>		
	<b>Descriptor Term:</b>  <b>Staff Gifts and Solicitations</b>	<b>Descriptor Code:</b>	<b>Issued:</b>
		<b>G-170</b>	<b>5/08</b>
		<b>Reviewed:</b> <b>5/25</b>	<b>Revised:</b>

## **GIFTS**

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

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

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

## **SOLICITATIONS**

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

Employees will not be made responsible for the collection of any money or the distribution of any fund drive literature within the schools unless such activity has the Director of Schools' written approval.



<u>Section G:</u>  <b>Human Resources</b>	<b>Knox County Board of Education Policy</b>		
	<b>Personnel Files</b>	Descriptor Code:	Issued:
		<b>G-180</b>	<b>7/95</b>
		Reviewed:	Revised:
		<b>5/25</b>	<b>5/23</b>

The Director of Schools or his designee(s) is authorized to maintain personnel records and to permit inspection of the same. The following personnel records shall be maintained in the personnel file for all employees as appropriate:

1. Employee applications;<sup>1</sup>
2. Professional certificates and other documents required by state and federal laws and regulations;<sup>2</sup>
3. Evaluations and supporting documentation;
4. Commendations awarded by the Board of Education, Director of Schools, Supervisor or any state or national professional organization.
5. United States Citizenship and Immigration Services Form I-9.<sup>3</sup>
6. Disciplinary action, as appropriate and any response from the employee.

The following guidelines shall be followed:

1. Information contained in the personnel file shall be limited to job-related matters;
2. The Director of Schools shall be responsible for notifying all employees of the types of records kept and uses made of such records;
3. Employees shall be granted an opportunity to respond in writing to material placed in records;
4. Employee records are public records, except for matters deemed confidential by law, and shall be open for inspection during regular business hours;<sup>4</sup> The individual making the request for records shall present a photo ID before any records are made available.
5. In accordance with federal law, the district shall release information regarding the professional qualifications and degrees of teachers and the qualifications of paraprofessionals to parents upon request for any teacher or paraprofessional who is employed by a school receiving Title I funds and who provides instruction to their child at that school.<sup>5</sup>
6. A record of the person inspecting and the date of inspection shall be kept and the employee shall be notified; and
7. Copies of records may be made under rules determined by the Director of Schools.<sup>6</sup>
8. Personnel files are maintained electronically, beginning with the 2021-2022 academic year.

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Legal References:

1. County Records Manual, Department of Education, CTAS, 1978.
2. T.C.A. § 49-2-301(b)(1)(BB).
3. Immigration Reform and Control Act of 1986.
4. T.C.A. § 49-2-301(f)(28); T.C.A. § 10-7-503—504.
5. 20 U.S.C. 6311 § 1111 (6)(A).
6. T.C.A. § 10-7-506; T.C.A. § 49-2-301(f)(29); T.C.A. § 8-5-108.

Approved as to Legal Form  
By Knox County Law Director 3/27/2023  
*/Gary T. Dupler/Deputy Law Director*

<u>Section C:</u>  <b>General School Administration</b>	<b>Knox County Board of Education Policy</b>		
	<b>Job Descriptions</b>	Descriptor Code:	Issued:
		<b>G-181</b>	<b>7/95</b>
		Reviewed:	Revised:
		<b>5/25</b>	<b>7/23</b>

The Board shall approve the broad purpose and function of each position, as recommended by the Director of Schools, through the approval of the budget and in accordance with state law and State Board rules, regulations, and minimum standards. Following the approval of the budget and in accordance with Policy C-123, the Director of Schools may organize and reorganize Central Office to meet the needs of the district.

The Board will delegate to the Director of Schools the task of writing, or causing to be written, a job description for each position.

A copy of the applicable job description shall be provided to each employee and the immediate supervisor and maintained by the Human Resource Office. Job descriptions shall be used as guides in annual employee evaluations.

The Director of Schools shall maintain a comprehensive, coordinated set of job descriptions for all such positions so as to promote efficiency and economy in the staff's operations.

Approved as to Legal Form  
By Knox County Law Director 5/31/2023  
/Gary T. Dupler/Deputy Law Director

<b>Section G:</b>  <b>Human Resources</b>	<b>Knox County Board of Education Policy</b>		
	<b>Salary Deductions</b>	Descriptor Code:	Issued:
		<b>G-190</b>	<b>5/08</b>
		Reviewed:	Revised:
		<b>5/25</b>	<b>6/17</b>

Upon appropriate written authorization, the Board shall make deductions approved by the Board from the salary of the employee. Authorization must be made on forms provided by the Board and filed in the office of the Director of Schools.

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

Payroll deductions not associated with political activities are subject to collaborative conferencing.<sup>1</sup>

Legal Reference:

1. T.C.A. § 49-5-608(a)(7).

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

Section G:  <b>Human Resources</b>	<b>Knox County Board of Education Policy</b>		
	Descriptor Term:  <b>Academic Freedoms</b>	Descriptor Code:	Issued:
		<b>G-200</b>	<b>7/95</b>
		Reviewed:	Revised:
		<b>5/25</b>	<b>6/17</b>

The Board of Education believes the instructional programs of the Knox County Schools should foster recognition of individual freedom and social responsibility, inspire meaningful awareness of and respect for the Constitution and laws of the United States and the State of Tennessee and instill appreciation of the values of individual personality. These democratic values can best be taught in an atmosphere which is based upon freedom of thought, inquiry and study.

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

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

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

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

#### Cross References:

1. Knox County Board of Education Policies I-210, I-211, I-420, I-421.

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

<u>Section G:</u>  <b>Human Resources</b>	<b>Knox County Board of Education Policy</b>		
	Descriptor Term:  <b>Drug-Free Workplace</b>	Descriptor Code:	Issued:
		<b>G-210</b>	<b>7/95</b>
		Reviewed:	Revised:
		<b>5/25</b>	<b>10/18</b>

## PURPOSE

1. The Knox County Board of Education is committed to a safe working environment, to making adequate provisions for the safety and health of its employees at their place of employment, and to the safety and health of the students we serve as well as the general public. The Knox County Board of Education regards its personnel as individuals as well as employees. Therefore, the Board believes that alcoholism and drug addiction are illnesses and should be treated as such. The Board further believes that employees who develop alcoholism or other drug addictions can be helped to recover and should be offered appropriate assistance. It is in the best interest of the employee and the Board that when alcoholism or drug addiction is present, it should be diagnosed and treated at the earliest possible date. Confidential treatment of the diagnosis and recovery process for alcoholism or drug addiction is essential.
2. The Knox County Board of Education recognizes that substance abuse in our nation and our community exacts staggering costs in both human and economic terms. Substance abuse can be reasonably expected to produce impaired job performance, lost productivity, absenteeism, accidents, wasted materials, lowered morale, rising health care costs, and diminished interpersonal relationship skills. The Knox County Board of Education and its employees share a commitment to create and maintain a drug-free workplace.
3. The Knox County Board of Education is responsible for the instruction and well-being of the students entrusted to its care. The Board declares that the use of illegal drugs, the abuse of alcohol, and the misuse of prescription drugs are unacceptable.
4. Provisions of the Federal Anti-Drug Act, 41 U.S.C.A. § 702, require federal grant recipients to establish a drug-free workplace. Employees must be provided with a statement notifying them of the prohibitions pertaining to controlled substances, consequences of violations, and compliance with the drug-free policy as a condition of employment. Employers must inform employees of drug-free requirements through an awareness program.

## POLICY GOALS AND OBJECTIVES

1. To establish, promote, and maintain a safe, healthy working and learning environment for employees and students.
2. To aid the affected employee in locating a rehabilitation program for employees with a self-admitted or detected substance abuse problem.
3. To promote the reputation of the Knox County School System and its employees as responsible citizens of public trust and employment.

4. To eliminate substance abuse problems in the workplace.
5. To aid in the reduction of absenteeism, tardiness and apathetic job performance.
6. To provide a clear standard of job performance for Knox County Schools employees.
7. To provide a consistent model of substance-free behavior for students.

## **PRE-EMPLOYMENT TESTING**

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

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

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

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

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

## **EMPLOYEE CONDUCT**

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

1. Illegal drugs

- (1) Employees shall not engage in the illegal use of drugs at any time, and such use will not be tolerated. Further, employees on duty, or on Knox County Board of Education property, or in attendance at system-approved or school-related functions will not manufacture, distribute, dispense, possess, or use illegal drugs or drug paraphernalia, nor will they be under the influence of such drugs.
- (2) An employee convicted of any criminal drug law shall notify the Knox County Schools Executive Director of Human Resources no later than five (5) days after such conviction. Within thirty (30) days after receiving notice of a conviction, Knox County Schools will take appropriate disciplinary action and/or refer the employee to an appropriate substance abuse rehabilitation program.
- (3) Failure of the employee to report the conviction within the time prescribed will lead to disciplinary action up to and including discharge. Convictions of a criminal drug law can result in disciplinary action up to and including discharge. In determining whether and to what extent an employee will be disciplined or discharged for the conviction of a criminal drug law, the Board will consider the following factors: the degree to which the nature of the criminal offense reduces the Knox County Board of Education's ability to maintain a safe working environment; the degree to which the nature of the criminal offense unreasonably endangers the safety of other employees and/or students; the degree to which the conviction unreasonably undermines the public confidence in the Knox County Board of Education's operations; the nature of the criminal offense; the nature of the employee's job with the Knox County Board of Education; the existence of any explanatory or mitigating facts or circumstances; whether the employee promptly reports the conviction; and any other facts relevant to the employee, including but not limited to years of service and record of performance with the Knox County Board of Education.

## 2. Alcohol and Drugs

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

- (1) Employees on duty, or on Knox County Board of Education property, or in attendance at system-approved or school-related functions must not be under any degree of intoxication or odor from alcohol. Employees shall not manufacture, sell, or use alcoholic beverages or possess open alcoholic beverage containers while on duty, or on Knox County Board of Education property, or in attendance at system-approved or school-related functions.
- (2) Employees on duty shall not use or take prescription drugs above the level recommended by the prescribing physician and shall not use prescribed drugs for purposes other than those for which they are intended. Employees shall not dispense such drugs except as provided in Board Policy J-352.
- (3) An employee convicted of any criminal drug law involving the use of alcohol, prescription drugs, or over-the-counter drugs shall notify the Knox County Schools Executive Director of Human Resources no later than five (5) days after such conviction. Within thirty (30) days after receiving notice of a conviction, Knox County Schools will take appropriate disciplinary action and/or refer the employee to an appropriate substance abuse rehabilitation program.



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

#### **PHYSICAL EXAMINATION/SCREENING BASED UPON REASONABLE SUSPICION**

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

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

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

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

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

##### **1. Chronic Case**

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

## 2. Acute Case

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

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

- (1) Observed use, possession, or sale of illegal drugs and/or use, possession, sale, or abuse of alcohol and/or the illegal use or sale of prescription drugs.
- (2) Apparent physical state of impairment of motor functions.
- (3) Marked changes in personal behavior not attributable to other factors.
- (4) Employee involvement in or contribution to an accident where the use of alcohol or drugs is reasonably suspected or employee involvement in a pattern of repetitive accidents, whether or not they involve actual or potential injury.
- (5) Violations of criminal drug law statutes involving the use of illegal drugs, alcohol, or prescription drugs and/or violations of drug statutes.

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

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

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

## **PROMOTION AND TRANSFER TESTING**

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

An employee may withdraw the application for the position at any time up until the employee is scheduled for promotion/transfer testing. Once an employee is scheduled for promotion/transfer testing, if that employee refuses to submit to the test, he/she will be disqualified for consideration for the position and will be considered as being insubordinate and subject to discipline. Under no circumstances shall this

employee be considered as a viable candidate for any future openings in this classification until the employee has signed a release for drug testing.

#### **RETURN TO DUTY TESTING**

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

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

#### **REHABILITATION**

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

1. It is the policy of the Knox County Schools, where possible, in addition to appropriate personnel action, to refer for rehabilitation an employee with a self-admitted or detected drug or alcohol problem.
2. Employees seeking medical attention for chemical dependency shall be entitled to benefits to the extent covered under the Knox County Schools group medical insurance plans, if they have chosen to be covered by said plans.
3. For employees enrolled in a formal treatment/rehabilitation program, Knox County Schools may grant sick leave and then annual leave until the same are exhausted and then may grant leave without pay not to exceed one (1) year.
4. The cost of the drug rehabilitation or treatment provider shall be borne by the employee and/or the employee's insurance provider.

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

**DISCIPLINARY ACTION**

1. Employees in violation of the provisions of this Policy shall be subject to disciplinary action up to and including termination.
2. The fact that an employee has been referred for assistance and his/her willingness or ability to rehabilitate are appropriate considerations as to what, if any, disciplinary action may be taken.

**CONFIDENTIALITY**

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

**DRUG AND ALCOHOL ABUSE TESTING PROCEDURES****1. Purpose**

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

**2. Program Responsibility**

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

**3. Designation of Medical Review Officer**

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

If the MRO determines that there is a legitimate medical explanation for the positive test other than the use of a prohibited drug, the MRO will conclude that the test is negative and will not take any further

1 action. If the MRO concludes that a particular test is scientifically insufficient, the MRO will conclude  
2 that the test is negative for that individual. If the MRO determines that there is no legitimate explanation  
3 for the positive test other than use of a prohibited drug, the MRO will communicate the test results as a  
4  
5 positive to the Executive Director of Human Resources. The results of negative tests will be  
6 communicated by the MRO to the Executive Director of Human Resources.  
7

#### 8 4. Designation of Laboratory 9

10 The Knox County Board of Education will designate a laboratory to perform the testing on specimens  
11 submitted. the laboratory will be responsible for performing the required drug test in accordance with  
12 applicable Federal Department of Transportation (DOT) Procedures for Transportation Workplace  
13 Testing Programs, 49 C.F.R. Part 40 and, more specifically, as contained in this Policy. The laboratory  
14 will also be responsible for properly handling specimens for alcohol testing. The laboratory is a Substance  
15 Abuse and Mental Health Services Administration (SAMHSA) certified lab approved for DOT drug  
16 testing.  
17

#### 18 5. Authorization for Testing 19

20 When the person reports to the collection site, the drug and/or alcohol screening procedure will be  
21 explained and the person will be asked to assist completing any necessary forms. All persons subject to  
22 testing for any reason shall be asked to sign the necessary authorization forms which will allow the test  
23 to be performed and for the information to be provided to the MRO and the Executive Director of Human  
24 Resources about the required drug and/or alcohol test.  
25

#### 26 6. Specimen Retention 27

28 The retention of specimens for possible future analysis is the responsibility of designated laboratory. The  
29 laboratory will retain all specimens for a minimum period of one (1) week. At such time, negative  
30 specimens will be discarded. Positive specimens will be resealed and retained in a separate and secure  
31 area for a minimum of one (1) year. Within this one (1) year period, the person tested, the MRO, or the  
32 Executive Director of Human Resources can request in writing that the laboratory retain the sample for  
33 an additional reasonable period specified in the request. If no proper written request is received within  
34 the one (1) year period, the sample may be discarded.  
35

36 Any transfer of the original specimen to another laboratory for reconfirmation of positive results will  
37 follow the chain of custody procedures described in the regulations contained in 49 C.F.R. Part 40.  
38

#### 39 7. Notification and Administrative Processing of Positive Results 40

41 All analytical results, negative and positive, will be reported by the laboratory to the MRO within an  
42 average of five (5) days after receiving the specimens. The MRO will review the individual's medical  
43 history, questionnaire, relevant bio-medical information, and interview the person to determine if there is  
44 any satisfactory explanation for the positive result. The MRO may conduct an additional medical  
45 interview with the individual and may require the original specimen to be reanalyzed if necessary.  
46

47 The MRO will advise the Executive Director of Human Resources of any positive test results on external  
48 applicants where alcohol and drug testing has been required and where, in the view of the MRO, there is  
49 not legitimate medical explanation for the confirmed positive test result other than the unauthorized use  
50 of an illegal drug.

The MRO will advise the Executive Director of Human Resources of any positive drug or alcohol test results on employees that were done for any reason in order that proper disciplinary actions can be coordinated and will advise the Executive Director of Human Resources of negative test results.

#### 8. Record Retention – Confidentiality

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

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

#### 9. General Drug Testing Procedures

##### (1) Test Methods and Cutoff Levels

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

##### (2) Collections of Specimens

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

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

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

.2g/l; presentation of a specimen which contains the presence of adulterants; observation of conduct clearly indicating an attempt to substitute or adulterate the sample.

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

#### 10. General Alcohol Testing Procedure

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

##### (1) Collection of Specimen

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

##### (2) Test Methods and Levels

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

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

#### 11. Specific Testing Procedures

##### (1) Pre-Employment/Post Job Offer

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

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

All applicants will be furnished a copy of the Drug Free Workplace Substance Abuse Policy in advance of the drug testing and alcohol testing and will have the screening procedure explained to them.

Applicants will be asked to sign an authorization for the tests which will release the MRO to disclose the results of the drug and alcohol test to the Executive Director of Human Resources. In the event an applicant refuses to execute the appropriate authorization or to submit to the drug and alcohol tests, the designated laboratory will suspend the procedures at that point and refer the applicant to the Executive Director of Human Resources.

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

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

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

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

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

## (2) Reasonable Suspicion Testing

This testing will be conducted for any employee whenever the Knox County Board of Education, through the Executive Director of Human Resources, or someone authorized in his/her absence, and/or the MRO suspects that there is a violation of the Knox County Board of Education Drug-

Free Workplace Substance Abuse Policy. The guidelines for determining reasonable suspicion, as noted above, will be followed.

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

Upon arriving at the collection site, the employee will be asked to sign a release for testing and to assist in completing the necessary forms for testing. After the employee has signed the necessary releases for testing, then the standard procedures for drug and alcohol testing should be followed by the collection site personnel.



Once the procedure has been completed, the employee should be transported back to the Executive Director of Human Resources' office where the employee will be placed on administrative leave with pay until the results of the tests are available and given instructions to call the Executive Director of Human Resources each workday, before the normal reporting time for that employee, for further instructions.

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

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

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

### (3) Promotion and Transfer Testing

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

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

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

Employees who refuse to be tested or who do not appear for testing and do not have a documented credible reason for being absent from the testing time will be subject to disciplinary procedures and will cease to be considered a viable candidate for the current position and for any future

position openings in this classification until the employee has signed a release for drug testing at the time of submitting any future applications for this classification.

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

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

#### (4) Return to Duty Testing

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

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

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

#### (5) Changes to Procedures

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

### **DEFINITIONS AS USED IN THIS POLICY**

1. "Illegal use of drugs" means the use of drugs, the possession or distribution of which is unlawful under the Controlled Substances Act (21 U.S.C.A. §812). Such term does not include the use of a drug taken under the supervision by a licensed health care professional or other uses authorized by the Controlled Substances Act.
2. "Drug" or "illegal drug" means a controlled substance as defined in Schedules I through V of Section 202 of the Controlled Substances Act.
3. "Conviction" means a finding of guilt, including a plea of no-contest, or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.

1 4. "Criminal Drug Law" means a federal or non-federal criminal statute involving the manufacture,  
2 distribution, dispensing, possession, or use of any controlled substance.  
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4 **NOTE: ALL REFERENCED DOCUMENTS IN THIS POLICY ARE AVAILABLE FOR**  
5 **INSPECTION IN THE OFFICE OF THE EXECUTIVE DIRECTOR OF HUMAN RESOURCES,**  
6 **KNOX COUNTY BOARD OF EDUCATION.**  
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<u>Section G:</u>  <b>Human Resources</b>	<b>Knox County Board of Education Policy</b>		
	<b>Descriptor Term:</b>  <b>Smoking and Use of Tobacco</b>	<b>Descriptor Code:</b> <b>G-211</b>	<b>Issued:</b> <b>6/00</b>
		<b>Reviewed:</b> <b>5/25</b>	<b>Revised:</b> <b>5/23</b>

The Knox County Board of Education recognizes that smoking represents a health and safety hazard which has serious consequences for the smoker and the nonsmoker. The Board also recognizes that all staff members should serve as positive role models for our students. In order to protect our students, staff, visitors, and guests of the schools from an environment that may be harmful to them, and in compliance with Public Chapter 410, known as the "Non-Smoker Protection Act," the Board of Education prohibits smoking by all staff, students, visitors, and guests on all school property, in all school buildings, and in all school vehicles (including schools, offices, warehouses, sport complexes, and other facilities, as well as vehicles owned by the Board).

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

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

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

The smoking and use of tobacco policy for students is J-220 "Alcohol, Drug, and Tobacco Use."

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**Legal References:**

1. T.C.A. § 39-17-1803.
2. T.C.A. § 39-17-1805.

**Cross Reference:**

- Knox County Board of Education Policy J-220 Alcohol, Drug and Tobacco Use.

Approved as to Legal Form  
By Knox County Law Department 3/27/2023  
/Gary T. Dupler/Deputy Law Director

<u>Section:</u>  <b>Human Resources</b>	<b>Knox County Board of Education Policy</b>		
	<b>Employee Background Checks</b>	Descriptor Code:	Issued:
		<b>G-212</b>	<b>10/18</b>
		Reviewed:	Revised:
		<b>5/25</b>	<b>7/25</b>

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

1. Agree to the release of all investigative records to the Board/KCS for examination for the purpose of verifying the accuracy of criminal violation information; and
2. Supply a fingerprint sample and submit to a criminal history records check to be conducted by the Tennessee Bureau of Investigation (TBI) and the Federal Bureau of Investigation (FBI).<sup>1</sup>

Beginning Fall 2024, all new hires in a regularly scheduled position will be enrolled in the FBI's Record of Arrest and Prosecution Background (RAP Back) service. Once an employee is enrolled in the RAP Back program, they will no longer need to be background checked every five (5) years. Employees who are not enrolled in the RAP Back program will continued to be background checked every five (5) years until enrollment in the program, but will be enrolled in the program upon the next background check.

Legal Reference:

1. T.C.A. § 49-5-413.

Approved as to Legal Form  
By Knox County Law Director 5/16/2025  
/Gary T. Dupler/Deputy Law Director

<u>Section G:</u>  <b>Human Resources</b>	<b>Knox County Board of Education Policy</b>		
	<b>Harassment of Employees</b>	Descriptor Code:	Issued:
		<b>G-220</b>	<b>7/95</b>
		Reviewed:	Revised:
		<b>5/25</b>	<b>5/23</b>

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

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

Victims of harassment should report these conditions to the appropriate school administrator, the Executive Director of Human Resources, or the Office of the Director of Schools. Inquiries concerning Title IX may be referred to the Title IX Coordinator or to the United States Department of Education's Office for Civil Rights. No reprisals or retaliation shall occur as a result of good faith reporting of charges of harassment and effort will be made to maintain confidentiality.

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

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

Harassment of student policies can be found at J-210 and J-211.

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38 Legal Reference:

- 39 1. Title 7. 1964 Civil Rights Act.  
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41 Cross References:

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  - 43 • Knox County Board of Education Policy C-260 Sexual Harassment and Sex-Based Discrimination.
  - 44 • Knox County Board of Education Policy J-210 Harassment of Students.
  - 45 • Knox County Board of Education Policy J-211 Harassment, Intimidation and Bullying and Cyber-Bullying.

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47 Approved as to Legal Form  
48 By Knox County Law Director 3/27/2023  
49 /Gary T. Dupler/Deputy Law Director

<u>Section G:</u>  <b>Human Resources</b>	<b>Knox County Board of Education Policy</b>		
	Descriptor Term:	Descriptor Code:	Issued:
	<b>Employee Whistleblower Protection</b>	<b>G-221</b>	<b>10/08</b>
		Reviewed: <b>5/25</b>	Revised: <b>5/13</b>

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

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

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Legal References:

1. T.C.A. § 50-1-304.
2. T.C.A. § 49-50-1401.



Section G:  <b>Human Resources</b>	<b>Knox County Board of Education Policy</b>		
	Descriptor Term:	Descriptor Code:	Issued:
	<b>Personnel Definitions</b>	<b>G-230</b>	<b>7/95</b>
		Reviewed:	Revised:
		<b>5/25</b>	<b>6/17</b>

“Certified Employee” is any employee who holds a license issued by the Tennessee Department of Education or who credentialed to teach in the Junior Reserve Officer Training Corps by a branch of the U.S. Armed Forces.<sup>1</sup>

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

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

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

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

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Legal References:

1. T.C.A. § 49-5-101; TCA 49-5-501(a)(10).
2. T.C.A. § 49-5-602(8).
3. T.C.A. § 49-5-602(4).
4. T.C.A. § 49-5-602(12).

Approved as to Legal Form  
By Knox County Law Director 7/20/2017  
/Gary T. Dupler/Deputy Law Director

<u>Section G:</u>  <b>Human Resources</b>	<b>Knox County Board of Education Policy</b>		
	<b>Compensation Guides and Contracts for Professional Personnel</b>	Descriptor Term:	Descriptor Code:
			Issued:
		Reviewed:	Revised:
		<b>5/25</b>	<b>5/23</b>

Upon employment, all certified personnel must enter into a contract with the Board at a fixed salary before assuming any duties.<sup>1</sup>

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

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

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

1. A minimum of one hundred and seventy-seven (177) working days (177 student instructional days plus three (3) due to the daily seven-hour schedule = 180 days);
2. Four (4) scheduled administrative days;
3. Two (2) unscheduled in-service days;
4. One (1) day of unscheduled parent-teacher contact hours;
5. Six (6) scheduled in-service days;
6. Ten (10) vacation days.

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

Salaries and supplements may be paid from revenue derived from sources other than taxes, provided the revenue is deposited with and salaries paid through the Board. This includes donations or contributions from individual, civic or other non-school related sources of funds from individual school activity funds, such as gate receipts and concessions.<sup>1,5</sup>

#### Legal References:

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

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By Knox County Law Director 3/27/2023  
/Gary T. Dupler/Deputy Law Director

<b>Section G:</b>  <b>Human Resources</b>	<b>Knox County Board of Education Policy</b>		
	Descriptor Term:	Descriptor Code:	Issued:
	<b>Utilization of Career Level Educators</b>	<b>G-250</b>	<b>7/95</b>
		Reviewed:	Revised:
		<b>5/25</b>	<b>5/08</b>

The Director of Schools shall be responsible for developing a plan for utilizing Career Level educators beyond their regular responsibilities,<sup>1</sup> and to ensure that local responsibilities are exercised.

All Career Level employees shall perform the duties approved by the Board and consistent with state law and state policy.<sup>2</sup> Responsibilities of Career Level educators who are working additional months shall be over and above the responsibilities which they ordinarily have under a ten (10) month contract.

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

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

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Legal References:

1. T.C.A. § 49-5-5209.
2. T.C.A. § 49-5-5206; T.C.A. § 49-5-5207; T.C.A. § 49-5-5208; T.C.A. § 49-5-5209; T.C.A. § 49-5-5304; T.C.A. § 49-5-5305; T.C.A. § 49-5-5306; T.C.A. § 49-5-5404; T.C.A. § 49-5-5405; T.C.A. § 49-5-5406; T.C.A. § 49-5-5408; T.C.A. § 49-5-5506; T.C.A. § 49-5-5504; T.C.A. § 49-5-5505.

<u>Section G:</u>  <b>Human Resources</b>	<b>Knox County Board of Education Policy</b>		
	Descriptor Term:	Descriptor Code:	Issued:
	<b>Extended Contracts</b>	<b>G-260</b>	<b>7/95</b>
		Reviewed:	Revised:
		<b>5/25</b>	<b>5/08</b>

Annually, the Director of Schools shall be responsible for conducting a needs assessment to determine the focus of extended contract activities. The needs assessment shall be conducted by an extended contract committee, which shall advise on or certify to the need for specific programs served through extended contracts. The committees shall consist of teachers and administrators, Career Level III and II teachers where possible, as determined by the Board.<sup>1</sup>

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

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

1. A description of each program and a discussion of the benefits of the program as required by state law;<sup>1</sup>
2. Time frames within which the program(s) will be operated;<sup>1</sup>
3. The number of students who will benefit from the program;
4. A list of additional duties which may be assigned to Career Level educators at each Career Level;
5. The number and special qualifications of employees desired for each program; and
6. Local costs to be involved in the program.

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Legal Reference:

1. T.C.A. § 49-5-5209.

<u>Section G:</u>  <b>Human Resources</b>	<b>Knox County Board of Education Policy</b>		
	Descriptor Term:	Descriptor Code:	Issued:
	<b>Strategic Compensation</b>	<b>G-270</b>	<b>5/11</b>
		Reviewed: <b>5/25</b>	Revised:

## **INTENT**

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

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

## **IMPLEMENTATION**

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

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

<u>Section G:</u>  <b>Human Resources</b>	<b>Knox County Board of Education Policy</b>		
	<b>Qualifications and Duties of Teachers</b>	Descriptor Term:	Descriptor Code:
			Issued:
		Reviewed:	Revised:
		<b>5/25</b>	<b>7/95</b>
			<b>5/23</b>

## QUALIFICATIONS

All teachers shall be licensed in accordance with state law and the regulations of the Tennessee State Department of Education. Such license shall be on file in the office of the Director of Schools prior to beginning employment.<sup>1</sup>

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

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

## DUTIES

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

1. To give full, willing and helpful cooperation in carrying out all reasonable instructions or extra assignments which are given by the principal before, after and during the school day.
2. To give instruction to the students in the areas assigned by the Board, Director of Schools and principal. Teachers must spend fifty percent (50%) or more time on instructing students in class.<sup>3</sup>
3. To record accurately the number of students present and absent each day in the manner prescribed by the Board, Director of Schools and principal.
4. To follow state and local course of study, to follow rules and regulations of the state and policies of the local Board, and to follow school rules and policies established by the principal.
5. To maintain cordial relationships with the home, parent(s) and community.
6. To keep parent(s) duly informed of the child's progress and hold conferences with parent(s) when necessary.
7. To report immediately to the Tennessee Department of Children's Services when one knows or reasonably suspects that a child's health or welfare has been or appears to have been harmed as a result of abuse or neglect.<sup>4</sup> After the Department of Children's Services referral has been made, the school principal or other school administrator(s) should be notified of the referral.

8. To perform such other duties as may be assigned by the principal.
9. To establish and maintain satisfactory, respectful working relationships within the school environment.
10. To follow all requirements within the Tennessee Teacher Code of Ethics.<sup>5</sup>

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Legal References:

1. T.C.A. § 49-5-101; T.C.A. § 49-5-403; TRR/MS 0520-1-2-.03(1).
2. TRR/MS 0520-2-3-.01(1)(a).
3. T.C.A. § 49-3-323.
4. T.C.A. § 37-1-403.
5. T.C.A. § 49-5-1001.

Approved as to Legal Form  
By Knox County Law Director 3/27/2023  
*/Gary T. Dupler/Deputy Law Director*

Section G:  <b>Human Resources</b>	<b>Knox County Board of Education Policy</b>		
	Descriptor Term:  <b>Hiring Personnel</b>	Descriptor Code:	Issued:
		<b>G-290</b>	<b>7/95</b>
		Reviewed:	Revised:
		<b>5/25</b>	<b>10/17</b>

## **EQUAL OPPORTUNITY EMPLOYMENT**

Opportunity for employment, as well as continuation and advancement in employment, shall be afforded equally to members of all races, creeds, colors, sexes, religions, ages, national origins, and individuals with disabilities or veteran status with regard only for qualifications for the positions involved.<sup>1,2</sup>

An individual desiring a position with the Board shall make application via method approved by the Director of Schools.<sup>3</sup> Knowingly falsifying information shall be sufficient grounds for termination of employment and shall also constitute a Class A misdemeanor which must be reported to the District Attorney General for prosecution. In a continuing effort to further ensure the safety and welfare of students and staff, the district shall require criminal history records checks for all prospective employees.<sup>4</sup>

Information shall be verified by fingerprint and criminal history records check conducted by the Tennessee Bureau of Investigation or other sources as needed. Any costs incurred in conducting such investigations of applicants shall be paid by the individual.<sup>4</sup>

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

## **PROFESSIONAL EMPLOYEES RECRUITMENT**

The authorization of funding for all school system positions rests with the Board. The Director of Schools shall have the authority to organize the Central Office as deemed necessary consistent with law, policy and within budget. Personnel employment and staffing structure shall be within the discretion of the Director of Schools.<sup>5</sup>

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

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

## **APPLICATION**

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



Education, the applicant shall provide evidence of resignation with the possibility of rehire.<sup>6</sup>

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

No person shall be employed:

1. Who does not present a physician's certificate showing a satisfactory health record or has any contagious or communicable disease in such form that might endanger the health of school children;<sup>8</sup>
2. Who advocates the overthrow of the American form of government or who is a member of a political party which advocates the overthrow of the American form of government;<sup>9</sup>
3. Who refuses to take and subscribe to an oath or affirmation to support the Constitution of the State of Tennessee and of the United States of America;<sup>10</sup>
4. Who fails to make a full disclosure of any prior criminal record and any prior dismissals from employment for cause.<sup>11</sup>
5. Whose background screening check produces information indicating that the individual may be a safety or security risk with regard to the position for which they have applied.
6. Is not in compliance with the Immigration Reform and Control Act of 1986;<sup>12</sup> and
7. Who does not meet established drug screening criteria.

## **RECOMMENDATION**

After checking references and receiving written recommendations, the Director of Schools shall authorize the hiring and assignment of qualified applicants.<sup>13</sup>

## **ORIENTATION**

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

## **TEMPORARY REPLACEMENTS**

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

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

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Legal References:

1. U.S. Constitution, Amendment XIV; Title VII, Civil Rights Acts of 1964; Title VI, Civil Rights Act of 1964; Title IX, Education Amendments of 1972; Age Discrimination Act of 1967; Section 504 of Rehabilitation Act of 1973.
2. Public Law 101-336; 42 U.S.C § 12101, et seq.
3. T.C.A. § 49-5-406.
4. T.C.A. § 49-5-406 (a)(1)(A); T.C.A. § 49-5-413.
5. T.C.A. § 49-2-301.
6. T.C.A. § 49-5-406.
7. T.C.A. § 49-5-403; TCA § 49-5-101.
8. T.C.A. § 49-5-404; TRR/MS § 0520-1-3-.08(2)(f).
9. T.C.A. § 49-5-202.
10. T.C.A. § 49-5-405.
11. T.C.A. § 49-5-406.
12. Immigration Reform and Control Act of 1986, 8 U.S.C. § 1101, et seq.
13. T.C.A. § 49-2-301(f).
14. T.C.A. § 49-5-409.

Approved as to Legal Form  
By Knox County Law Director 8/25/2017  
/Gary T. Dupler/Deputy Law Director

<u>Section G:</u>  <b>Human Resources</b>	<b>Knox County Board of Education Policy</b>		
	<b>Assignment</b>	Descriptor Code:	Issued:
		<b>G-300</b>	<b>7/95</b>
		Reviewed:	Revised:
		<b>5/25</b>	<b>5/08</b>

The Director of Schools shall make every attempt to assign personnel to the various schools by the last date of principal's contract preceding the school year for which such persons are employed while allowing each principal to assign more specific responsibilities within each school.<sup>1</sup>

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

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

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Legal References:

1. T.C.A. § 49-2-301 (f)(12); T.C.A. § 49-5-401.; Chapter 535 of the Public Acts of 1992, Section 19.

<u>Section G:</u>  <b>Human Resources</b>	<b>Knox County Board of Education Policy</b>		
	<b>Job Sharing</b>	Descriptor Code:	Issued:
		<b>G-310</b>	<b>9/05</b>
		Reviewed:	Revised:
		<b>5/25</b>	<b>6/17</b>

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

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

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

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

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

Should either job share partner take a leave of absence, resign, be promoted, or otherwise leave the job share program, the remaining partner shall become the full-time teacher for that position, unless another job sharing partner is approved by the principal and the Executive Director of Human Resources.

<u>Section G:</u>  <b>Human Resources</b>	<b>Knox County Board of Education Policy</b>		
	<b>Continuing Education Assistance Program</b>	Descriptor Code:	Issued:
		<b>G-320</b>	<b>12/07</b>
		Reviewed:	Revised:
		<b>5/25</b>	<b>8/24</b>

Knox County Schools supports employees who wish to take coursework that is relevant to the employee seeking certification and/or additional endorsement in an approved critical needs subject area. In keeping with this philosophy, Knox County Schools has established a continuing education assistance program for expenses incurred through approved institutions of learning.

Full-time regular employee, certificated or non-certificated, employed with Knox County Schools six (6) months or more, will be eligible for participation in the tuition program as long as the courses lead to certification or endorsement in an approved critical needs subject area as determined by the Executive Director of Human Resources.

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

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

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

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

The procedures and application are broad guidelines developed by Knox County Schools Human Resources Department to assist with implementation and organizational decisions. The procedures detailed therein are an attempt to address how the program guidelines should be applied. It is not possible to address every situation or circumstance under these guidelines; therefore, the administration reserves the right to make decisions regarding this benefit on a case by case basis.

Knox County Schools will make every effort to ensure that all employees are treated fairly and equitably. Please contact the Human Resources Department regarding any questions about the Continuing Education Assistance Program.

### **KCS EDUCATOR PREPARATION PROGRAM**

Knox County Schools (KCS) Career and Technical Education (CTE) teachers participating in the KCS Educator Preparation Program (EPP) to achieve their practitioner occupational teacher license pay \$2,400.00 for the 18-month program in its entirety. These payments are made through voluntary payroll deductions.

Once participating CTE teachers complete three (3) consecutive years of service with KCS as a CTE teacher, they can be considered for reimbursement for the full \$2,400.00 cost upon successful and satisfactory completion of the KCS EPP and achievement of the appropriate licensure for their CTE position. This provision is limited to KCS CTE teachers participating in the KCS EPP only.

### **JOB-EMBEDDED EDUCATORS**

Full-time, job-embedded educators employed with Knox County Schools six (6) months or more, will be eligible for participation in the continuing education assistance program as long as the courses lead to certification or endorsement in an approved critical needs subject area as determined by the Executive Director of Human Resources.

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

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

Section G:  <b>Human Resources</b>	<b>Knox County Board of Education Policy</b>		
	Descriptor Term:  <b>Tenure</b>	Descriptor Code:	Issued:
		<b>G-330</b>	<b>7/95</b>
		Reviewed:	Revised:
		<b>5/25</b>	<b>6/17</b>

Any teacher who meets all of the following requirements is eligible for "tenure":

- (1) Has a degree from an approved four-year college or any career and technical teacher who has the equivalent amount of training established and licensed by the state board of education;
- (2) Holds a valid teacher license, issued by the state board of education, based on training covering the subjects or grades taught;
- (3) Has completed a probationary period of five (5) school years or not less than forty-five (45) months within the last seven-year period, the last two (2) years being employed in a regular teaching position rather than an interim teaching position;
- (4) Has received evaluations demonstrating an overall performance effectiveness level of "above expectations" or "significantly above expectations" as provided in the evaluation guidelines adopted by the state board of education pursuant to § 49-1-302, during the last two (2) years of the probationary period; and
- (5) Is reemployed by the director of schools for service after the probationary period.<sup>1</sup>

Tenure is granted only upon recommendation by the Director of Schools and by approval of the Board<sup>2</sup> and is obtained in the system, not in a specific position.<sup>3</sup>

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

### **RE-EMPLOYMENT OF TENURED TEACHER**

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

#### **Legal References:**

1. T.C.A. § 49-5-501; 49-5-503; § 49-5-504.
2. Snell v. Brothers, 527 S.W. 114, (Sup. Ct. 1975).
3. State v. Yoakum, 297 S.W. 2d 635 (1956).
4. T.C.A. § 49-5-504(d).

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By Knox County Law Director 4/20/2017  
/Gary T. Dupler/Deputy Law Director

<u>Section G:</u>  <b>Human Resources</b>	<b>Knox County Board of Education Policy</b>		
	Descriptor Term:	Descriptor Code:	Issued:
	<b>Non-Tenure</b>	<b>G-331</b>	<b>7/95</b>
		Reviewed:	Revised:
		<b>5/25</b>	<b>2/16</b>

Non-tenured teachers are subject to the same rules and regulations and are entitled to the privileges of employment enjoyed by tenured teachers except that they have no claim upon continuing employment or tenure protections.

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

#### **NON-RENEWAL**

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

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#### Legal References:

1. T.C.A. § 49-5-409.

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By Knox County Law Director 12/22/2015  
/Gary T. Dupler/Deputy Law Director



Section G:  <b>Human Resources</b>	<b>Knox County Board of Education Policy</b>		
	Descriptor Term:	Descriptor Code:	Issued:
	<b>Reductions in Certified Staff</b>	<b>G-340</b>	<b>7/95</b>
		Reviewed:	Revised:
		<b>5/25</b>	<b>2/12</b>

When it becomes necessary to reduce the number of teaching positions in the system because of a decrease in enrollment or for other good reasons, such employees may be dismissed as determined necessary. The Director of Schools shall give the employee written notice of dismissal explaining fully the circumstances or conditions making the dismissal necessary.<sup>1</sup>

### **REDUCTIONS IN FORCE**

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

The certified employees' most recent evaluations, as adopted by the state board of education, shall be a primary factor in the Director's dismissal of such employees due to reductions in force. Seniority shall not be a determining factor in the dismissal of certified employees dismissed due to reductions in force and shall be considered only if factors pertinent to the teachers' performance evaluations are equal.<sup>2</sup>

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

### **RECALL OF CERTIFIED PERSONNEL**

A tenured teacher who has been dismissed because of abolition of position shall be placed on a preferred list for reemployment in the first vacancy the teacher is qualified by training and experience to fill. Nothing shall deprive the Director of the power to determine the filling of such vacancy on the basis of the Director's evaluation of the teacher's competence, compatibility and suitability to properly discharge duties required for the vacant position considered in the light of the best interests of the students in the school where the vacancy exists.<sup>3</sup>

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

The employees' most recent evaluations, as adopted by the state board of education, shall be a primary factor in the Director's placement of a teacher affected by a reduction in force. Nothing shall prohibit the Director from filling a vacancy with a certified employee not included on the preferred list for reemployment provided the Director has considered teachers on the preferred list pursuant to state law and found the employment of such teachers to be contrary to the best interests of the students in the school where the vacancy exists.<sup>2</sup>

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

#### **TRANSFERS RELATED TO REDUCTIONS IN FORCE**

The Director of schools shall develop procedures regarding the transfer of employees. All such transfer decisions shall be made in the best interests of students or as necessary for the efficient operation of the schools within the district<sup>4</sup> No single criterion, such as seniority, shall be used as the basis of any transfer decision.<sup>2</sup>

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

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

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

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#### Legal References:

1. T.C.A. § 49-5-511(b)(1) & (2).
2. T.C.A. § 49-1-302(d)(2).
3. T.C.A. § 49-5-511(b)(3).
4. T.C.A. § 49-5-510.

<b>Section G:</b>  <b>Human Resources</b>	<b>Knox County Board of Education Policy</b>		
	Descriptor Term:	Descriptor Code:	Issued:
	<b>Evaluation of School-Based Certified Personnel</b>	<b>G-350</b>	<b>7/95</b>
		Reviewed:	Revised:
		<b>5/25</b>	<b>6/12</b>

An annual performance evaluation shall be completed on all school-based certified personnel, both tenured and non-tenured of all license types issued by the Tennessee Department of Education.<sup>1</sup> The Board shall use guidelines developed by the State Board of Education for implementation of an approved evaluation system.<sup>2</sup>

### **PURPOSE OF EVALUATION**

The evaluation of employee performance and effectiveness must be a cooperative process shared between the Director of Schools and administrative and supervisory personnel. Educators shall be evaluated for the following purposes:<sup>1</sup>

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

### **EVALUATION REPORT**

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

Evaluation deadlines for all school-based certified personnel shall be provided annually by the Human Resources Department.<sup>3</sup>

Summative evaluation reports may be grieved in accordance with the Tennessee State Board of Education grievance procedures<sup>1</sup>. Observation scores may not be grieved. Only process violations and/or incorrect data that have a material impact on the summative evaluation report may be grieved.

#### **Legal References:**

1. Tennessee State Board of Education Policy IV. C. Teacher and Principal Evaluation Policy.
2. T.C.A. § 49-1-302.
3. TRR/MS 0520-2-.02.

<u>Section G:</u>  <b>Human Resources</b>	<b>Knox County Board of Education Policy</b>		
	Descriptor Term:  <b>Personnel Transfers</b>	Descriptor Code:	Issued:
		<b>G-360</b>	<b>7/95</b>
		Reviewed:	Revised:
		<b>5/25</b>	<b>7/17</b>

When transfers are necessary, the principal, the appropriate Assistant Superintendent, the Executive Director of Human Resources and appropriate director, and supervisors will consider the program needs of the school/system and determine where/if changes can be made.

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

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

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Legal References:

1. T.C.A. § 49-2-301; T.C.A. § 49-5-401; T.C.A. § 49-5-510.

<u>Section G:</u>  <b>Human Resources</b>	<b>Knox County Board of Education Policy</b>		
	Descriptor Term:	Descriptor Code:	Issued:
	<b>Administrative Leave or Suspension</b>	<b>G-370</b>	<b>6/00</b>
		Reviewed: <b>5/25</b>	Revised: <b>8/17</b>

The Director of Schools may place on leave or suspend an employee of the school system at any time when deemed necessary.

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

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

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Legal References:

1. T.C.A. § 49-5-511; T.C.A. § 49-5-512.

Approved as to Legal Form  
By Knox County Law Director 6/19/2017  
/Gary T. Dupler/Deputy Law Director

Section G:  <b>Human Resources</b>	<b>Knox County Board of Education Policy</b>		
	Descriptor Term:	Descriptor Code:	Issued:
	<b>Dismissal of Tenured Teachers</b>	<b>G-380</b>	<b>7/95</b>
		Reviewed:	Revised:
		<b>5/25</b>	<b>8/17</b>

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

### **SUSPENSION**

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

Under no circumstances shall the Director of Schools dismiss or suspend a teacher with pay. If vindicated or reinstated, the teacher shall be paid the full salary for the period during which the teacher was suspended without pay.<sup>3</sup>

### **DISMISSAL**

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

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

Any teacher convicted of a felony listed Tennessee Code Annotated 40-35-501(i)(2)<sup>4</sup>, or convicted of an offense listed in Tennessee Code Annotated 39-17-417<sup>5</sup> shall be immediately suspended, and dismissed subject to the provision.

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

### **PERSONNEL HEARING**

A tenured teacher having received notice of charges pursuant to Tennessee Code Annotated 49-5-511 may, within thirty (30) days) after receipt of notice, demand a full and complete hearing before an impartial hearing officer, as follows:

- (1) The teacher shall give written notice to the Director of Schools of the teacher's request for a hearing;
- (2) The Director of Schools shall, within five (5) days after receipt of request, name an impartial hearing officer who shall be responsible for notifying the parties to appear before the hearing officer for simplification of the issues and the scheduling of the hearing,<sup>6</sup> which in no event shall be set later than thirty days following receipt of notice demanding a hearing;
- (3) All parties have the right to be represented by counsel;
- (4) All parties have the right to call and subpoena witnesses;
- (5) All parties have the right to require that all testimony be given under oath;
- (6) The hearing officer shall administer oaths to witnesses;
- (7) All parties have the right to examine all witnesses;
- (8) All witnesses shall be entitled to witness fees and mileage provided by law, which fees and mileage shall be paid by the party issuing a subpoena or calling the witness to testify;<sup>7</sup>
- (9) All parties have the right to have evidence deemed relevant by the submitting party included in the record of the hearing, even if objected to by the opposing party;
- (10) A record of the hearing, either by transcript, recording, or as is otherwise agreed by the parties, shall be prepared, if the action of the hearing officer is appealed, and all decisions of the hearing officer shall be reduced to writing and included in the record, together with all evidence otherwise submitted;
- (11) On request of either party to the trial, witnesses may be barred from the bearing except as they are called to testify; and
- (12) The hearing may be private at the request of the teacher or in the discretion of the hearing officer.<sup>8</sup>
- (13) The impartial hearing officer selected by the director of schools shall not have a familial or financial relationship with the teacher or representatives of the teacher or any other conflict of interest that would preclude the hearing officer from being fair and impartial.

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

## **APPEAL TO THE BOARD OF EDUCATION**

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

## **FAILURE TO TIMELY APPEAL TO THE BOARD WILL TERMINATE ALL THE TEACHER'S APPELLATE RIGHTS, UP TO AND INCLUDING THE APPEAL TO THE CHANCERY COURT.<sup>9</sup>**

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

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

Before any findings and decision are sustained or punishment inflicted in the case of an appeal, a majority of the membership of the Board shall concur in sustaining the charges and decision.

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

### **APPEAL TO THE CHANCERY COURT**

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

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

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#### Legal References:

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

Approved as to Legal Form  
By Knox County Law Director 6/19/2017  
*/Gary T. Dupler/*Deputy Law Director



<u>Section G:</u>  <b>Human Resources</b>	<b>Knox County Board of Education Policy</b>		
	Descriptor Term:  <b>Suspension/Dismissal of Non-Tenured Teachers</b>	Descriptor Code:	Issued:
		<b>G-381</b>	<b>10/96</b>
		Reviewed:	Revised:
		<b>5/25</b>	<b>7/22</b>

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

### **SUSPENSION/DISMISSAL OF NON-TENURED TEACHERS**

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

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

The Director of Schools may dismiss any non-tenured teacher *at any time when deemed necessary* for incompetence, inefficiency, insubordination, improper conduct or neglect of duty, after giving the non-tenured teacher, in writing, due notice of the charges. The Director of Schools is also authorized to dismiss a teacher convicted of a felony. If a teacher's dismissal or failure of reelection is due only to a loss of funding for the position, then the Director of Schools shall state in the notice that the only reason for dismissing the teacher or not reelecting the teacher's contract for the next succeeding school year is a loss of funding for the position.<sup>2</sup>

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

### **PERSONNEL HEARINGS**

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

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

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

## APPEALS

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

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

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

The Board shall take one of the following actions:

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

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

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

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

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

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

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### Legal References:

1. T.C.A. § 49-5-511, 512, 513.
2. T.C.A. § 49-5-409(b)(2).
3. T.C.A. § 49-2-301.

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By Knox County Law Director 6/22/2022  
/Gary T. Dupler/ Deputy Law Director

<b>Section G:</b>  <b>Human Resources</b>	<b>Knox County Board of Education Policy</b>		
	Descriptor Term:	Descriptor Code:	Issued:
	<b>Appointment of Hearing Officers</b>	<b>G-390</b>	<b>5/10</b>
		Reviewed:	Revised:
		<b>5/25</b>	<b>11/17</b>

Every two years, the Director of Schools shall recommend, and the Board of Education shall approve, a slate of impartial hearing officers to conduct termination hearings for tenured teachers.<sup>1</sup> No individual shall be approved by the Board to act as hearing officer if that individual has a history of employment with Knox County Board of Education or with the Director of Schools. No individual shall be approved to act as hearing officer if that individual has a familial or financial relationship with a Board member or any other conflict of interest that would preclude the hearing officer from being fair and impartial.

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Legal Reference:

1. T.C.A. § 49-5-512.

Approved as to Legal Form  
By Knox County Law Director 9/29/2017  
*/Gary T. Dupler/*Deputy Law Director

Section G:  <b>Human Resources</b>	<b>Knox County Board of Education Policy</b>		
	Descriptor Term:  <b>Resignation</b>	Descriptor Code:	Issued:
		<b>G-400</b>	<b>6/00</b>
		Reviewed:	Revised:
		<b>5/25</b>	<b>5/08</b>

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

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

1. The incapacity on the part of the teacher to perform the contract as evidenced by the certified statement of a physician approved by the Board;
2. The release by the Board of the teacher from the contract which the teacher has entered into with the Board.<sup>1</sup>

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

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

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Legal References:

1. T.C.A. § 49-5-508.
2. T.C.A. § 49-5-706.
3. T.C.A. § 49-5-411.

<u>Section G:</u>  <b>Human Resources</b>	<b>Knox County Board of Education Policy</b>		
	<b>Retirement</b>	Descriptor Code:	Issued:
		<b>G-410</b>	<b>7/95</b>
		Reviewed:	Revised:
		<b>5/25</b>	<b>7/25</b>

Retirement shall mean a termination of services under conditions which will allow the employee to draw benefits from retirement plans and/or Social Security benefits.

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

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

During a twelve-month period, retired teachers may not work more than one hundred twenty (120) days or the equivalent of one hundred twenty (120) days,<sup>1</sup> if the Director of Schools certifies in writing to the Board that no other qualified personnel are available to substitute teach.<sup>1</sup>

The retired member may work in addition to the one hundred twenty (120) days prescribed above an additional ninety (90) days during the twelve-month period if employed as a substitute teacher.<sup>2</sup>

#### **REEMPLOYMENT OPTION**

Alternatively, the retired member can be reemployed as a kindergarten through twelfth (K-12) grade teacher as defined in T.C.A. § 8-34-101, as a kindergarten through twelfth (K-12) grade substitute teacher, or as a kindergarten through twelfth (K-12) grade school bus driver, under the following conditions:

1. The retired member is not reemployed until the expiration of at least sixty (60) calendar days from the member's effective date of retirement;
2. During the reemployment, the retirement benefit payable to the retired member must be reduced to seventy percent (70%) of the retirement allowance the member would have otherwise been entitled to receive;
3. Knox County Schools shall pay to the Tennessee Consolidated Retirement System during each period of reemployment the greater of:
  - a) A payment equal to the amount the employer would have contributed to the retirement system had the retired member been a member of the retirement system during the period of reemployment; or
  - b) An amount equal to five percent (5%) of the retired member's pay rate;
4. The retired member is not eligible to accrue additional retirement benefits as a result of the member's reemployment;

1 5. Upon the reemployment of the retired member, Knox County Schools shall:

- 2
- 3 a) Notify the retirement system of the member's reemployment with documents or information
- 4 required by the retirement system; and
- 5
- 6 b) Certify in writing to the retirement system that the retired member has the requisite experience
- 7 and training for the position to be filled and that no other qualified persons are available to fill the
- 8 position; and

9 6. The retiree is not drawing disability retirement benefits.<sup>3</sup>

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40 Legal References:

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- 42 1. T.C.A. § 8-36-805 (1).
- 43 2. T.C.A. § 8-36-805(3).
- 44 3. T.C.A. § 8-36- (cite pending).

45 Approved as to Legal Form

46 By Knox County Law Director 5/16/2025

47 /Gary T. Dupler/Deputy Law Director

48

Section G:  <b>Human Resources</b>	<b>Knox County Board of Education Policy</b>		
	Descriptor Term:  <b>Working Conditions</b>	Descriptor Code:	Issued:
		<b>G-420</b>	<b>7/95</b>
		Reviewed:	Revised:
		<b>5/25</b>	<b>6/12</b>

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

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

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

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

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

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Legal Reference:

1. T.C.A. § 49-5-608(5).

<b>Section G:</b>     <b>Human Resources</b>	<b>Knox County Board of Education Policy</b>		
	<b>Personnel Health Examinations and Communicable Diseases</b>	Descriptor Code:	Issued:
		<b>G-430</b>	<b>7/95</b>
		Reviewed:	Revised:
		<b>5/25</b>	<b>5/23</b>

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

## **EMPLOYMENT AND NON-DISCRIMINATION**

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

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

## **CONFIDENTIALITY**

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

## **SAFETY**

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

All school district personnel shall be advised of routine procedures to follow in handling body fluids. These procedures shall provide simple and effective precautions against transmission of diseases to persons potentially exposed to the blood or other body fluids of another individual. These procedures shall be standard health and safety practices, and will be applied universally.



1 Training and appropriate supplies shall be available to all personnel including those involved in  
2 transportation and custodial services.  
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4 In addition to insuring that these health and safety procedures are implemented on a district wide basis,  
5 special emphasis will be placed in those areas of the school district operation that present the greatest  
6 potential need for these precautions and procedures.  
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8 Employees who are at high risk of occupational exposure will be identified and provided with personal  
9 protective equipment, including a vaccination for Hepatitis B.  
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11 When an employee has reason to believe that he or she has been exposed to Hepatitis or HIV on the job  
12 site, the employee will notify his or her supervisor immediately. Knox County Schools and Knox County  
13 shall designate a medical plan of three (3) or more independent reputable physicians, surgeons,  
14 chiropractors, or specialty practice groups if available in the injured employee's community or, if not  
15 available, in accordance with Tennessee law, from which the injured employee shall select one (1) to be  
16 the treating physician. After appropriate review by the treating physician, Knox County Schools and Knox  
17 County shall provide reasonable, necessary medical treatment recommended by the treating physician.  
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## 19 **ACCIDENT REPORTING**

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

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

- 42 1. T.C.A. § 49-2-203(b)(2).
- 43 2. T.C.A. § 49-5-710(a)(7); T.C.A. § 49-5-404.
- 44 3. TRR/MS 0520-1-3-.08(2)(f).
- 45 4. T.C.A. § 50-6-204(3)(A).

46 Approved as to Legal Form  
47 By Knox County Law Director 3/27/2023  
48 /Gary T. Dupler/Deputy Law Director  
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Section G:  <b>Human Resources</b>	<b>Knox County Board of Education Policy</b>		
	Descriptor Term:	Descriptor Code:	Issued:
	<b>Time Schedules and Extra Duty</b>	<b>G-440</b>	<b>6/00</b>
		Reviewed:	Revised:
		<b>5/25</b>	<b>8/17</b>

## DAILY SCHEDULES

Teachers shall be on duty at least seven and three-quarter (7¾) hours each day, including a duty-free lunch period and additional time as the administrative organization requires. Additional time may include faculty meetings, in-service programs, committee meetings, general meetings, conferences, school-sponsored activities, and other extra duties before and after the established instructional day.<sup>1</sup>

## EXTRA DUTIES

Extra duties shall be fairly distributed among the staff. At least one (1) principal or teacher must be on the school grounds when a bus arrives and at least one (1) principal or teacher must remain after the close of the school day until all buses depart.

## PLANNING TIME

An unencumbered schedule for any teacher includes time for planning, student and/or parent conferences, and preparation for effective teaching and attention to major program improvement. All full-time classroom teachers shall be provided individual duty-free planning periods during the established instructional day of at least two and one-half (2 ½) hours each week.<sup>2</sup>

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### Legal References:

1. TRR/MS 0520-1-3-.03(1).
2. TRR/MS 0520-1-3-.03(4).

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By Knox County Law Director 6/27/2017  
/Gary T. Dupler/Deputy Law Director

<u>Section G:</u>  <b>Human Resources</b>	<b>Knox County Board of Education Policy</b>		
	Descriptor Term:  <b>Tutoring for Pay</b>	Descriptor Code:	Issued:
		<b>G-450</b>	<b>7/95</b>
		Reviewed:	Revised:
		<b>5/25</b>	<b>4/12</b>

Any teacher may enter into an agreement with parents for private tutoring of children for a fee, but this practice must be limited to children other than those for whom the teacher is currently exercising teaching, administrative, or supervisory responsibility.<sup>1</sup>

School facilities may not be used for private profit, except for the purpose of providing an academic educational service.<sup>2</sup>

No private teaching or tutoring shall be done in any Knox County school during the hours of the regular school day.

Any employee of the Knox County Schools seeking to offer private tutoring in a school after the regular school day must submit a request to the Director of Schools through the principal of the school. If the principal approves the application, it shall be forwarded to the Director of Schools for final disposition by the Director or the Director's designated representative. . Employees approved to offer private tutoring in schools must adhere to policy E-130 - Community Use of School Facilities to schedule the use of school facilities.

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Legal References:

1. Code of Ethics of the Education Profession.
2. T.C.A. § 49-2-203(b)(10).

<u>Section G:</u>  <b>Human Resources</b>	<b>Knox County Board of Education Policy</b>		
	<b>Emergency and Legal Leave</b>	Descriptor Code:	Issued:
		<b>G-460</b>	<b>7/95</b>
		Reviewed:	Revised:
		<b>5/25</b>	<b>3/21</b>

## EMERGENCY LEAVE

An immediate supervisor may grant a certificated employee emergency leave during the workday for a sudden, unexpected occurrence demanding immediate attention. Leave shall be taken as personal leave,<sup>1</sup> sick leave or leave without pay. The employee who uses emergency leave shall confirm said leave on appropriate forms the day after returning to work.

Principals or administrative supervisors shall keep a tally of the amount of time individual employees are released under this policy and when the total time reaches one (1) day, the employee shall be charged with one (1) day of applicable leave.

## JURY DUTY

When a teacher is summoned for jury duty he/she shall appear in court and specify a seven (7) day period within twelve months that he/she will be available for jury duty.<sup>2</sup> The following procedures shall regulate the leave for jury duty for teachers:

1. The teacher shall present written evidence that he/she had been summoned to serve on a jury; and,
2. The teacher shall be entitled to the usual compensation received from employment with Knox County Schools in addition to any fee or compensation received for jury service.<sup>3</sup>

## COURT APPEARANCES

If a teacher appears in court because of a personal interest, whether as a plaintiff, defendant or witness or voluntarily appears in behalf of family or friends, or when a teacher is required to appear in court either as a defendant or plaintiff in a civil case, personal leave or leave without pay shall be granted in accordance with the established board policies on leaves.

### Legal References:

1. T.C.A. § 49-5-711.
2. T.C.A. § 22-1-103 (a)(3).
3. T.C.A. § 22-4-106.

Approved as to Legal Form  
By Knox County Law Director 2/25/2021  
/Gary T. Dupler/Deputy Law Director

<u>Section G:</u>  <b>Human Resources</b>	<b>Knox County Board of Education Policy</b>		
	<b>Sick and Bereavement Leave</b>	Descriptor Code:	Issued:
		<b>G-461</b>	<b>7/95</b>
		Reviewed:	Revised:
		<b>5/25</b>	<b>7/25</b>

## **SICK LEAVE**

The time allowed (days earned) for sick leave shall be one (1) day for each nineteen (19) days worked, for a maximum of thirteen (13) days per year.<sup>1</sup>

Sick leave is accumulated on an unlimited basis.

Sick leave shall be granted for: illness of an employee from natural causes, quarantine, or illness or death of a member of the immediate family of the employee, including the employee's wife or husband, parents, grandparents, children, grandchildren, brothers, sisters, mother-in-law, father-in-law, daughter-in-law, son-in-law, brother-in-law, and sister-in-law.<sup>1</sup>

A signed statement listing the cause of absence shall be provided by the employee on forms furnished by the Director of Schools and shall promptly be given to the immediate supervisor in support of all claims for sick leave pay. A falsified statement shall be grounds for dismissal.

A certificate from the physician on forms furnished by the Board may be required in support of any claim for sick leave pay.<sup>1</sup> An employee absent for five (5) consecutive working days shall submit a doctor's statement verifying illness or injury of the employee or immediate family member.

Frequent use and/or suspected misuse of sick leave by an employee are sufficient grounds for requiring a physician's certificate stating the reason for absence.

Permanent, cumulative sick leave records for each active employee shall be kept in the Director of Schools' office.

The Human Resources Department shall be notified immediately when it is known that a teacher will be out thirty (30) or more days. The substitute teacher, beyond this point, must have a certificate or permit and must be paid according to the state salary scale.

A teacher, upon employment, may transfer his or her accumulated sick leave from another Tennessee school system, provided that the Director of Schools of the system in which the accumulated leave was held provides notarized verification.<sup>2</sup>

Sick leave for maternity purposes may be taken during the period of physical disability only as determined by a physician. Upon verification by a written statement from an adoption agency or other entity handling an adoption, the employee may also be allowed to use up to thirty (30) days of accumulated sick leave for adoption of a child. If both adoptive parents are teachers, only one (1) parent is entitled to leave under this subsection.<sup>2</sup>

At the termination of employment of any employee, all unused sick leave accumulated by the employee shall be terminated.

#### **BEREAVEMENT LEAVE**

Bereavement leave shall be granted for the death of a member of the immediate family of a professional employee, including the teacher's wife or husband, parents, grandparents, children, grandchildren, brothers, sisters, mother-in-law, father-in-law, daughter-in-law, son-in-law, brother-in-law, and sister-in-law.

Per occurrence, up to two (2) days of paid bereavement leave shall be granted to professional employees. The days do not accrue and may not exceed ten (10) days per school year. If additional days are needed in relation to the death of an immediate family member, up to three (3) days of other leave (sick, personal, or unpaid) may be used. In extraordinary circumstances additional sick, personal, or unpaid days due to bereavement may be requested through the Director of Schools' office.

Professional employees may be required to provide appropriate documentation. Permanent, cumulative bereavement records for each active employee shall be kept in the Human Resources Office.

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#### Legal References:

1. TRR/MS 0520-1-2-.04(2).
2. T.C.A. § 49-5-710.

Approved as to Legal Form  
By Knox County Law Director 5/16/2025  
/Gary T. Dupler/Deputy Law Director

<u>Section G:</u>  <b>Human Resources</b>	<b>Knox County Board of Education Policy</b>		
	Descriptor Term:  <b>Personal and Professional Leave</b>	Descriptor Code:	Issued:
		<b>G-462</b>	<b>7/95</b>
		Reviewed:	Revised:
		<b>5/25</b>	<b>7/25</b>

Personal and professional leave shall be granted in accordance with laws of the State of Tennessee and rules and regulations of the State Board of Education.

Certificated employees shall earn personal and professional leave at the rate of one day for each half year employed for a total of two (2) days per year. Any personal and professional leave remaining unused at the end of a year shall be credited to sick leave.<sup>1</sup>

If, at the termination of services, any employee has been absent for more days than leave has been earned, an amount sufficient to cover the excess days used shall be deducted from the employee's final salary payment.

Subject to the following conditions, personal leave may be taken at the discretion of the employee:

1. Except in emergency, each employee shall give the principal at least one day's notice in writing of intent to take leave;
2. The approval of the principal of the school shall be required:
  - a. If more than ten percent (10%) of the teachers in any given school request its use on the same day;
  - b. If requested during any prior established student examination period;
  - c. If requested on the day immediately preceding or following a holiday or vacation period.<sup>1</sup>

Professional leave is a short, temporary absence for the purpose of attending workshops and other meetings relating to school business or serving on boards and commissions which meet during daytime hours when appointed by a mayor, city council, county executive or county commission.<sup>2</sup>

Requests for professional leave shall be submitted to the immediate supervisor at least ten (10) working days prior to requested leave of absence.

In addition, certificated employees shall be granted leave to serve on any board or commission of the state when the appointment is made by the Governor or General Assembly. Such leave shall not be counted against any other accumulated leave credits. The employee shall notify the principal at least five (5) days prior to leave being taken.<sup>2</sup>

Each professional employee may receive leave of absence, up to a maximum of two (2) days per year for the observance of an established religious rite or ordinance. The Director of Schools will have the final decision to grant or deny the request, and the final decision shall not be subject to grievance procedure. Knox County Schools follows the Harvard Divinity School Multifaith Calendar as a guide to determine religious rites or ordinances observed. Employees are required to submit requests seven (7) days prior to the date of expected absence.

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Legal References:

1. T.C.A. § 49-5-711; TRR/MS 0520-1-2-.04(3).
2. T.C.A. § 49-5-205.

Approved as to Legal Form  
By Knox County Law Director 5/16/2025  
*/Gary T. Dupler/Deputy Law Director*



<b>Section G:</b>  <b>Human Resources</b>	<b>Knox County Board of Education Policy</b>		
	Descriptor Term:	Descriptor Code:	Issued:
	<b>Long-Term Leaves of Absence</b>	<b>G-463</b>	<b>7/95</b>
		Reviewed:	Revised:
		<b>5/25</b>	<b>8/17</b>

Employees in regular, temporary, or interim positions shall be granted leave without pay for military service, legislative service, maternity, adoption, recuperation of health or visitation of a spouse, child or parent deployed for military duty out of the country who has been granted rest and recuperation leave and educational improvements or other sufficient reason without loss of accumulated leave credits, tenure status, or other fringe benefits. Leave to visit a spouse, child or parent deployed for military duty out of the country, who has been granted rest and recuperation leave, shall be granted for no longer than ten (10) days. All leaves shall be requested in writing at least thirty (30) days in advance on forms provided by the Director of Schools. The 30-day notice may be waived or reduced by the Director of Schools upon submission of a certified statement by a physician. The application for leave forms shall require:

1. A description of the type of leave requested;
2. The requested dates for beginning and ending the leave; and
3. A statement of intent to return to the position from which leave is granted.

Each request must be acted upon by the Director of Schools. Each applicant shall be notified in writing of the Director of Schools' action. All leaves, except military leave, shall be from a specific date to a specific date. However, any leave may be extended by the Director of Schools upon written request from the employee. The maximum period for a leave of absence is two continuous years. At the conclusion of two continuous years of leave, employee must immediately report back to work for a period of no less than one term to be eligible for an additional two continuous years under the leave without pay category. If you do not immediately return to work upon the expiration of two continuous years of leave, coverage is terminated and COBRA eligibility will not apply. The procedure and condition for extending a leave are the same as those used when originally requesting and granting the leave. However, military leave shall be granted for whatever period may be required.

Positions vacated for less than twelve (12) months by employees on leave shall be filled with an interim employee while the employee is on leave. If the employee returns from leave within 12 months, the interim employee shall relinquish the position. If the leave exceeds twelve (12) months, the employee shall be placed in the same or a comparable position upon return.

Any employee on leave shall notify the Director of Schools at least thirty (30) days prior to the date of return if the employee does not intend to return to the position from which he is on leave. Failure to give such notice shall be considered breach of contract.<sup>1</sup>

## **PAY AND BENEFITS**

All leave granted in conformance with this policy shall be without pay. If the individual qualifies for Family and Medical Leave (FMLA), this leave may run concurrently with FMLA leave for up to a maximum of twelve weeks. During the period of FMLA Knox County will pay the Board share of the

1 insurance premium(s). After FMLA is exhausted or if the individual is not eligible for FMLA, the  
2 employee is responsible for the total premiums in order to continue life, health-dental benefits; otherwise,  
3 benefits cease to exist.  
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5 If the employee participates in a supplemental policy, the employee must make arrangements with the  
6 company to continue the benefit. FMLA leave is not available to individuals taking leave without pay for  
7 military service, legislative service or educational leave.  
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Legal References:

- 43 1. T.C.A. § 49-5-702 through T.C.A. § 49-5-709.  
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46 Approved as to Legal Form  
47 By Knox County Law Director 6/19/2017  
48 /Gary T. Dupler/Deputy Law Director  
49

Section G:  <b>Human Resources</b>	<b>Knox County Board of Education Policy</b>		
	Descriptor Term:	Descriptor Code:	Issued:
	<b>Family and Medical Leave</b>	<b>G-464</b>	<b>7/95</b>
		Reviewed:	Revised:
		<b>5/25</b>	<b>8/17</b>

## PURPOSE

To entitle employees to take reasonable leave for a serious health condition, for the birth or adoption of a child, and for the care of a child, spouse or parent who has a serious health condition.

## ELIGIBILITY

Anyone who has been employed for at least twelve (12) months by the Board and anyone who has at least 1,250 hours of service (Hours used for leave, even FMLA leave shall not be credited for service for the purposes of FMLA eligibility)<sup>1</sup> during the previous twelve month period.<sup>2</sup>

## GENERAL PRINCIPLES

1. Any employee shall be granted, upon request, up to twelve (12) weeks unpaid leave for the birth or adoption of a child or the care of a child, spouse, or parent who has a serious health condition or when the employee is unable to work because of a serious health condition. Any female requesting leave due to pregnancy and childbirth shall be granted at least four (4) months leave.<sup>3</sup>
2. Any employee on maternity leave shall be permitted to use accumulated sick leave during the period of actual physical disability only. Otherwise, the maternity leave shall be unpaid leave. An employee may use up to thirty (30) days of accumulated sick leave for the adoption of a child. If both adoptive parents are employees, they are entitled to a combined total of twelve (12) workweeks of FMLA. Written verification from the adoption agency or other entity handling the adoption shall be required before the leave is granted.<sup>4</sup>
3. A physician's statement may be required by the Board when determining the period of actual physical disability.
4. Request for leaves and extension of leaves shall conform to state law governing all leaves of absence.<sup>5</sup>
5. Eligible employees are entitled to up to 12 weeks of leave because of "any qualifying exigency" arising out of the fact that the spouse, son, daughter, or parent of the employee is on active duty, or has been notified of an impending call to active duty, or has been notified of an impended call to active duty status, in support of a contingency operation.
6. An eligible employee who is the spouse, son, daughter, parent or next of kin of a covered service member who is recovering from a serious illness or injury sustained in the line of duty on active duty is entitled to up to 26 weeks of leave in "a single 12-month period" during which an eligible employee is entitled to a combined total of 26 weeks of all types of FMLA leave.

**RESTRICTIONS**

1. For foreseeable leave, the employee shall provide the Director of Schools with at least thirty (30) days written notice before the beginning of the anticipated leave.
2. The Director of Schools may require that a request for leave be supported by certification issued by a health care provider with the following information:
  - a. the date on which the serious health condition commenced;
  - b. the probable duration of the condition;
  - c. the appropriate medical facts within the knowledge of the health care provider regarding the condition; and
  - d. a statement that the eligible employee is needed to care for the son, daughter, spouse or parent and an estimate of the amount of time that such employee is needed.
3. If there is any reason to doubt the validity of the certification provided, the Director of Schools may require, at the expense of the Board, an opinion of a second health care provider.
4. Once it has been established that the leave qualifies for FMLA, the Director of Schools/designee shall notify the employee that any unpaid leave shall run concurrently with FMLA.
5. Intermittent Leave - When an instructional employee requests foreseeable leave for planned medical treatment and the employee would be on leave for greater than 20% of the total number of working days in the period during which the leave would extend, the school may require that such employee elect either to take the leave for periods of a particular duration, not to exceed the duration of the planned medical treatment or to transfer temporarily to an available alternative position offered by the Director of Schools for which the employee is qualified, and that has equivalent pay and benefits and better accommodates recurring periods of leave. Instructional employees are those whose principle function is to teach and instruct students in a class, small group or an individual setting. This includes not only teachers, but also athletic coaches, driving instructors and signers for the hearing impaired. It does not include teacher assistants or aides who do not have as their principle job actual teaching or instructing nor does it include auxiliary personnel such as counselors, psychologists or curriculum specialists. It also does not include cafeteria workers, maintenance workers, or bus drivers.
6. Period Near the End of an Academic Term - (Instructional Employees) If leave is taken more than five (5) weeks prior to the end of the term, the Director of Schools may require the employee to continue taking leave until the end of the term if the leave is at least three (3) weeks of duration and the return of employment would occur during the three (3) week period before the end of the term.

If the leave is taken five (5) weeks prior to the end of the term, the Director of Schools may require the employee to continue taking leave until the end of the term if the leave is greater than two (2) weeks duration and the return to employment would occur during the two (2) week period before the end of the term.

- 1 7. Spouses employed by Knox County Schools are jointly entitled to a combined twelve (12) week  
2 leave for birth and care of a newborn child, for the placement of a child for adoption or foster care  
3 and to care for a parent who has a serious health condition.  
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5 **REQUIREMENTS OF THE BOARD**  
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- 7 1. The employee shall be restored to the same position of employment or an equivalent position with  
8 no loss of benefits, pay or other terms of employment.  
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10 2. The employee shall be kept under any group health plan for the duration of the leave.  
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12 3. The Board may recover the premium paid under the following conditions:  
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14 a. the employee fails to return from leave after the period of leave has expired; or  
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16 b. the employee fails to return to work for a reason other than the continuation, recurrence, or  
17 onset of a serious health condition or other circumstances beyond the control of the employee.  
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Legal References:

- 41 1. Hinson v. Tecumseh Products Company, 234 F. 3d 1268, 6th Cir. (2000).  
42 2. Federal Family and Medical Leave Act 1993.  
43 3. T.C.A. § 49-5-702; T.C.A. § 4-21-408.  
44 4. T.C.A. § 49-5-710.  
45 5. T.C.A. § 49-5-704.

46 Approved as to Legal Form  
47 By Knox County Law Director 6/19/2017  
48 /Gary T. Dupler/Deputy Law Director  
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Section G:  <b>Human Resources</b>	<b>Knox County Board of Education Policy</b>		
	Descriptor Term:  <b>Military Leave</b>	Descriptor Code:	Issued:
		<b>G-465</b>	<b>6/00</b>
		Reviewed:	Revised:
		<b>5/25</b>	<b>5/08</b>

Employees who are members of any reserve component of the Armed Forces of the United States shall be granted leave of absence for all periods of military service during which they are engaged in the performance of duty or training in the service of the state or the United States.<sup>1</sup> Reservists who anticipate military duty during the school year must give written notice to the Director of Schools, within thirty (30) days of the beginning of the school year, of the dates of the anticipated duty. While performing such duty or training, the employee shall be paid his regular salary up to a maximum of twenty (20) working days in any one (1) calendar year, plus such additional days as may result from any call to active state duty.<sup>2</sup> An employee called to active duty by the Governor to enforce the laws of the state shall be paid his regular salary for such time as he is engaged in the performance of his duty, and any time spent in active state duty shall not count against the fifteen-day period of leave allowed for military service.<sup>3</sup>

Request for leaves and extension of leaves shall conform to state law and board policy governing all leaves of absence. Failure to comply with applicable laws and policies shall constitute grounds for dismissal.

The employee shall supply a copy of the orders for duty, including the dates of departure and return it to the Director of Schools prior to, or simultaneous with, requesting leave.

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Legal References:

1. U.S.C. §§ 2024(d) and 2021(a)(B).
2. T.C.A. § 8-33-109.
3. T.C.A. § 58-1-106(d); AGO 91-13.

Section G:  <b>Human Resources</b>	<b>Knox County Board of Education Policy</b>		
	Descriptor Term:  <b>Legislative Leave</b>	Descriptor Code:	Issued:
		<b>G-466</b>	<b>6/00</b>
		Reviewed:	Revised:
		<b>5/25</b>	<b>7/17</b>

Certificated employees who have been elected to state or local law-making bodies shall be granted two (2) days per month with pay while on contract for the time those law-making bodies are in official session or while attending official meetings outside the session.<sup>1</sup> Two (2) full days will be granted for the time those law-making bodies are in session: one day will be allowed for committee meetings and one day for full commission sessions. Employees shall not take half-day leave increments (personal or administrative) to avoid difficulty in obtaining classroom substitutes. Day not used in a given month cannot be carried over to the following month.

In addition, certificated employees shall be granted leave to serve on any board or commission of the state when the appointment is made by the Governor or General Assembly. Such leave shall not be counted against any other accumulated leave credits. The employee shall notify the principal or supervisor at least five (5) days prior to leave being taken.<sup>2</sup>

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Legal References:

1. T.C.A. § 49-5-702; T.C.A. § 49-5-713.
2. T.C.A. § 49-5-205.

Approved as to Legal Form  
By Knox County Law Director 6/19/2017  
/Gary T. Dupler/Deputy Law Director

<u>Section:</u>  <b>Human Resources</b>	<b>Knox County Board of Education Policy</b>		
	<b>Paid Parental Leave</b>	Descriptor Code:	Issued:
		<b>G-467</b>	<b>6/23</b>
		Reviewed:	Revised:
		<b>5/25</b>	<b>7/25</b>

## PAID LEAVE FOR TEACHERS

Certified employees (teachers and others who are qualified) will be granted absence from work with pay for a period of time equal to six (6) work weeks because of the birth (or stillbirth) of the employee's child or because of the placement of a child with the employee for adoption, and upon the employee giving thirty-days' notice to the principal of the school where employed or to the employee's immediate supervisor. If the employee learns of the birth or adoption less than thirty (30) days in advance, the employee shall give the notice as soon as reasonably possible. The six (6) weeks can be taken consecutively or intermittently. If taken intermittently, the increments must be no less than one week at a time. For the purpose of calculating service anniversary dates, this absence from work is considered full-time employment.

Leave used by an employee pursuant to this policy will not be charged to sick, annual, or other leave the employee may have accumulated. Leave granted pursuant to this section will count toward the teachers' use of leave required to be given by this state as an employer under the federal Family and Medical Leave Act (FMLA) and state maternity leave.<sup>2,3</sup> An employee must not be granted more than six (6) work weeks of paid leave under this policy during a twelve-month period, but the work weeks do not need to be taken consecutively. A teacher may receive no more than six (6) work weeks of paid leave during a twelve-month period, even if there is more than one (1) qualifying birth or adoption. Leave granted pursuant to this section must be used within twelve (12) months of the qualifying birth or adoption.

Paid leave under this policy must be paid at one hundred percent (100%) of the employee's salary. If an employee experienced a birth or adoption within twelve months prior to July 1, 2023 and has not used all of the federal Family and Medical Leave Act (FMLA) leave to which the employee was entitled as a result of the birth or adoption, then the employee is entitled to leave under this section beginning on July 1, 2023 for the remainder of the federal Family and Medical Leave Act leave that the employee uses on or after July 1, 2023 as a result of the event. The duration of paid leave must not exceed the paid leave available under this policy.

## TEACHER DEFINITION

As used in this policy, "Teacher" means a teacher, principal, supervisor, or other individual required by law to hold a valid license of qualification for employment in a local education agency and who has been employed full-time with Knox County Schools for at least twelve (12) consecutive months.

### Legal References:

1. T.C.A. § 8-50-812.
2. 29 U.S.C. § 2601, et seq.
3. T.C.A. § 4-21-408.



<u>Section G:</u>  <b>Human Resources</b>	<b>Knox County Board of Education Policy</b>		
	<b>Substitute Teachers</b>	Descriptor Code:	Issued:
		<b>G-470</b>	<b>7/95</b>
		Reviewed:	Revised:
		<b>5/25</b>	<b>10/24</b>

Substitute teachers are those teachers used to replace teachers on leave or to fill temporary vacancies.<sup>1,2</sup>  
All substitute teachers shall be employed and paid by the Board.<sup>2</sup>

Substitute teachers with a valid teaching license will be indicated on the substitute list. For planned absences, a substitute with a teacher's certificate shall be selected from the preferred list if possible.<sup>3</sup> Each principal shall be provided names of all approved substitute teachers.

All substitutes shall be responsible for providing correct addresses and phone numbers and for notifying Human Resources if they wish to terminate their service as substitutes.

When a teacher is unable to meet classes for any reason, the following procedures shall be observed:

1. The teacher shall notify the principal or his or her designee as soon as possible;
2. The principal or his or her designee shall secure a qualified substitute teacher who has been approved by the Director of Schools;<sup>1</sup> and
3. The regular teacher shall notify the principal the day before intending to return to the classroom; upon receipt of notice the principal shall notify the substitute teacher.

Substitute teachers shall assume the same responsibilities as the regular teacher, including bus duty and playground supervision.

When substituting for a regular teacher who has been absent for twenty (20) consecutive days, a substitute teacher must possess a teaching certificate with endorsement in the discipline(s) to be taught.<sup>3</sup> When substituting for a teacher without sick leave, the substitute shall be certified and paid according to the state salary schedule.<sup>1</sup>

Retired teachers may substitute one hundred twenty (120) days per year without loss of retirement benefits, and may substitute additional days if the Director of Schools certifies to the division of retirement that no other qualified personnel are available to substitute teach during such period, and that the compensation payable to the retired member for such work does not exceed the rate of compensation set by the school system for substitute teachers filling similar vacant positions.

All teacher aides, secretaries and clerks are approved substitute teachers for use in emergency situations. Emergency use shall be defined as less than a full day due to the regular or substitute teacher being unable to arrive on time or remain for the full day.

Such substitutes shall receive the proportionate equivalent salary regular substitute teachers would receive under similar circumstances or their regular salary, if higher; however, they shall not receive pay for both positions at the same time.

In order to make the work of the substitute teacher as satisfactory as possible, the regular teacher shall make available:

1. Daily schedule (academic and supervisory);
2. Class rosters; and
3. Lesson plans and other information for the day's activities. In case of emergency when plans are not provided, the principal shall provide the substitute with directions for the day.

All substitute teachers shall be given a copy of the local school's guidelines on the first day they substitute in the school. These guidelines shall contain, but shall not be limited to:

- a. Attendance procedures;
- b. Lunchroom schedule and procedures;
- c. Procedures for supervising student behavior;
- d. Names and assignments of regular staff members;
- e. Emergency evacuation procedures; and
- f. Other helpful information particular to the local school.

The Director of Schools, with input from the principals, shall determine which substitute teachers performed at an acceptable level. Substitute teachers who performed below an acceptable level shall not be recommended for continuing service.

## **REQUIREMENTS**

Substitute teachers are required to complete qualifications and training, including:

- a. The annual school safety training required by T.C.A. § 49-6-805(7) or other instruction on emergency response procedures developed by the Knox County Board of Education and Knox County Schools; and
- b. Background check requirements pursuant to T.C.A. § 49-5-413.

Knox County Schools may not employ or contract with any substitute teacher whose records indicate an educator license or certificate in this state or another state currently in revoked or suspended status.<sup>5</sup>

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Legal References:

1. TRR/MS 0520-1-2-.04(6).
2. T.C.A. § 49-5-709.
3. T.C.A. § 49-3-312; TRR/MS 0520-1-2-.04(6).
4. T.C.A. § 8-36-805.
5. T.C.A. § 49-2-203(a)(14).

Approved as to Legal Form  
By Knox County Law Department 8/16/2024  
*/Gary T. Dupler/Deputy Law Director*

<u>Section G:</u>  <b>Human Resources</b>	<b>Knox County Board of Education Policy</b>		
	Descriptor Term:	Descriptor Code:	Issued:
	<b>Student Teachers and Teacher Interns</b>	<b>G-480</b>	<b>7/95</b>
		Reviewed:	Revised:
		<b>5/25</b>	<b>8/17</b>

In the Knox County Schools, student teachers are those students enrolled in a higher education program that requires completion of a semester length teaching experience and teacher interns are higher education students who must complete two or more semester teaching experience.

A student teaching or internship program in connection with a university or college must be approved by the administrative staff and the superintendent before a school may participate.

Students participating in the program must have the recommendation of the college officials responsible for the student internship program.

A member of the Knox County Schools administrative staff shall be designated by the Director of Schools to coordinate the student internship program at the system level.

Student teachers and interns shall abide by rules and regulations as established by the state and Knox County Boards of Education, the Director of Schools and the principal of the school in which they serve. This includes but is not limited to such matters as attendance, attitude, dress, cooperativeness.

Successful completion of the internship shall count as the probationary year of teaching and shall be credited as one full school year of experience. An intern's service may be terminated upon the principal's recommendation and the approval of the Director of Schools.

Supervision of interns by mentor teachers shall be considered one of the teacher's regular duties and not as an additional duty.

Interns shall submit to and pass a drug test and shall submit to and pass a fingerprint and criminal history records check conducted by the Tennessee Bureau of Investigation (TBI) or other sources as needed. Any costs incurred by the TBI in conducting such investigations of interns shall be paid by the individual.

Section G:  <b>Human Resources</b>	<b>Knox County Board of Education Policy</b>		
	Descriptor Term:  <b>Third Party Funded Positions</b>	Descriptor Code:  <b>G-490</b>	Issued:  <b>1/11</b>
		Reviewed  <b>5/25</b>	Revised:
<p>From time to time foundations, school support organizations, parent groups and other third parties may express an interest in providing financial resources to support staff positions at specific schools. The Board of Education encourages community members to be engaged in our efforts to ensure a high-quality public education for all children in the Knox County Schools. While providing funding to support positions in schools is a unique and admirable undertaking, the nature of this activity requires that some very specific parameters be established concerning third party funded positions.</p> <p>All third parties proposing to fund an instructional or support position at any school must request approval to do so from the Director of Schools. The Director of Schools will evaluate each proposal in terms of the strategic goals of the school district and the needs of the school, as well as instructional and operational considerations. If the Director of Schools, in consultation with the school principal, finds the proposal to be acceptable, the third party and the Knox County Schools will develop a detailed written agreement concerning the position to be funded. As a minimum, the agreement will include the following specifications:</p> <ol style="list-style-type: none"><li>1. Persons hired to fill third party funded positions will be employees of the Knox County Schools and subject to all of the conditions of employment of the Knox County Schools.</li><li>2. The Knox County Schools will be responsible for the selection, supervision, and evaluation of all personnel in third party funded positions and for all employment actions concerning these personnel.</li><li>3. Third party funded positions will be “year to year” or temporary positions since they are not associated with an appropriated revenue stream. Persons filling these positions will do so with a temporary contract.</li><li>4. Persons in these positions will be paid according to the appropriate Knox County Schools pay and supplement schedules.</li><li>5. Untenured teachers in these positions will not earn tenure since these will be “year to year” or temporary positions. Tennessee Code Annotated states to earn tenure the person must be a "regular teacher" during the last year when recommended for tenure.<sup>1</sup> However, individuals on these contracts will progress in seniority on the appropriate longevity step increase pay scales.</li><li>6. The precise source of funding, documentation of adequate available funds, a contractually binding non-contingent commitment to cover the full cost of the designated position (including but not limited to salary, retirement, social security and any medical insurance benefits), and a specific payment schedule must be clearly delineated.</li></ol>			

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2 It will be the responsibility of the Director of Schools to ensure that such reimbursed positions do not  
3 create substantial resource equity issues within the Knox County Schools.  
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46 Legal Reference:

47 T.C.A. § 49-5-503(3).  
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Section G:  <b>Human Resources</b>	<b>Knox County Board of Education Policy</b>		
	Descriptor Term:	Descriptor Code:	Issued:
	<b>Compensation Guides and Contracts for Support Personnel</b>	<b>G-500</b>	<b>7/95</b>
		Reviewed:	Revised:
		<b>5/25</b>	<b>8/17</b>

Each employee shall be paid the salary for which he qualifies by reason of assignment as approved by the Board.

Salaries of all employees, including substitute and supplemental pay, shall be paid by the Board.<sup>1</sup> No payment to any employee for service performed on behalf of the school system shall be made from any source other than the Board.

Salaries and supplements may be paid from revenue derived from sources other than taxes, provided the revenue is deposited with and salaries paid through the Board. Included are donations or contributions from individual, civic or other non-school related sources or funds from individual school activity funds, such as gate receipts and concessions.<sup>2</sup>

#### **MONTHLY EMPLOYEES**

The pay period for office personnel, teacher aides, cafeteria managers, and some professionals' not requiring certification will be monthly for the term of employment. Payday is the 25th of each month or the last working day before the 25th.

#### **BI-WEEKLY EMPLOYEES**

The pay period for security, maintenance and custodial personnel and all food service employees (except managers) is bi-weekly for the term of employment.

#### **SUBSTITUTE AND PART-TIME EMPLOYEES**

Substitute workers are to be paid at the rate established by the Board at budget approval. Part-time personnel shall be employed on an hourly basis at a rate established by the Board.

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#### **Legal References:**

1. T.C.A. § 49-5-709(a)
2. T.C.A. § 49-6-2006; Tennessee Internal School Financial Management Manual, Section 5, Title 2 and Section 5, Title 5.

Approved as to Legal Form  
By Knox County Law Director 6/19/2017  
/Gary T. Dupler/Deputy Law Director

<u>Section G:</u>  <b>Human Resources</b>	<b>Knox County Board of Education Policy</b>		
	<b>Evaluation of Classified Personnel</b>	Descriptor Code:	Issued:
		<b>G-510</b>	<b>7/95</b>
		Reviewed:	Revised:
		<b>5/25</b>	<b>8/17</b>

The Board recognizes the importance of periodic performance review of classified personnel.

The immediate supervisor has the responsibility of assigning specific duties and for giving guidance to the employee for the satisfactory performance of the duties.

### **EVALUATION OF PERSONNEL**

The Director of Schools shall approve standard forms to be used in evaluating classified personnel. A newly hired employee shall be evaluated for three consecutive years and then once every five years for the remainder of his or her employment. However, the principal/supervisor and/or the employee may request an evaluation in any given year.

### **CENTRAL OFFICE EMPLOYEES**

Central Office employees shall be evaluated annually.

### **UTILIZATION OF EVALUATION**

Evaluations shall be used to inform employees of their performance, as an aid in improving performance, and as a basis for continuing employment. Evaluation reports shall be discussed with the evaluated employee. Each employee shall be given a copy of the evaluation and shall sign the supervisor's copy as evidence it has been discussed.

NOTE: This policy was suspended on May 13, 2020 for the 2019-2020 school year in response to the current state of emergency caused by the coronavirus (COVID-19) pandemic.



<u>Section G:</u>  <b>Human Resources</b>	<b>Knox County Board of Education Policy</b>		
	<b>Dismissal of Classified Personnel</b>	Descriptor Term:	Descriptor Code: Issued:
		<b>G-520</b>	<b>7/95</b>
		Reviewed:	Revised:
		<b>5/25</b>	<b>10/13</b>

Classified employees are employed at will and may be dismissed as appropriate by the Director of Schools when the Director has determined their services are not satisfactory or are no longer required.<sup>1</sup>

Recommendations for dismissal shall be made by the principal or appropriate supervisor to the Director of Schools. The Director of Schools shall consider all recommendations for dismissal and shall be the deciding authority for all dismissal actions regarding classified employees.

Employees dismissed for any reason shall be paid all earnings authorized or due at the end of the next regular pay period unless the employee is dismissed at the end of the school year. If the employee is dismissed at the end of the school year, the employee will be paid in accordance with the normal payroll calendar for summer checks.

Legal Reference:

1. T.C.A. § 49-2-301(b)(EE) and (FF).

<u>Section G:</u>  <b>Human Resources</b>	<b>Knox County Board of Education Policy</b>		
	<b>Transfers of Classified Personnel</b>	Descriptor Code:	Issued:
		<b>G-530</b>	<b>7/95</b>
		Reviewed:	Revised:
		<b>5/25</b>	<b>5/23</b>

Employees are subject to transfer from one position to another when this action is deemed advantageous by the Director of Schools. Employees may request a transfer by submitting an application for the desired position.

Approved as to Legal Form  
By Knox County Law Director 3/27/2023  
/Gary T. Dupler/Deputy Law Director

<u>Section G:</u>  <b>Human Resources</b>	<b>Knox County Board of Education Policy</b>		
	Descriptor Term:	Descriptor Code:	Issued:
	<b>Reduction in Staff for Classified Personnel</b>	<b>G-540</b>	<b>7/95</b>
		Reviewed: <b>5/25</b>	Revised: <b>5/08</b>

When it becomes necessary to reduce the number of classified positions in the school system, the Board shall abolish the positions or the Director of Schools shall lay off such classified employees as may be necessary.<sup>1</sup>

When a classified employee is released because of reduction in the number of classified positions, the Director of Schools shall give the employee written notice of dismissal explaining the circumstances or conditions making termination of employment necessary.<sup>1</sup>

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Legal Reference:

1. T.C.A § 49-5-511(b).

<u>Section G:</u>  <b>Human Resources</b>	<b>Knox County Board of Education Policy</b>		
	<b>Resignation of Classified Personnel</b>	Descriptor Term:	Descriptor Code: Issued:
			<b>G-550 7/95</b>
		Reviewed:	Revised:
		<b>5/25</b>	<b>5/08</b>

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Voluntary termination of employment may occur as a result of retirement or resignation.

Classified personnel shall give the immediate supervisor written notice of resignation at least two (2) weeks (ten (10) working days) in advance of the effective date of voluntary termination. The ten (10) working days may be waived by the Director of Schools for justifiable reason.

**PROCEDURE**

The immediate supervisor shall forward copies the day received to Human Resources.

The payroll office will prepare final payment for the next appropriate scheduled pay day.

<u>Section G:</u>  <b>Human Resources</b>	<b>Knox County Board of Education Policy</b>		
	Descriptor Term:	Descriptor Code:	Issued:
	<b>Classified Personnel Health Examinations and Communicable Diseases</b>	<b>G-560</b>	<b>7/95</b>
		Reviewed:	Revised:
		<b>5/25</b>	<b>5/23</b>

Personnel Health Examination and Communicable Diseases shall be defined the same for classified personnel as for certified employees. See Board Policy G-430.

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Legal References:

1. TRR/MS 0520-1-3-.08(2)(f).
2. T.C.A. § 49-2-301.

Cross Reference:

- Knox County Board of Education Policy G-430 Personnel Health Examination and Communicable Diseases.

Approved as to Legal Form  
By Knox County Law Director 3/27/2023  
/Gary T. Dupler/Deputy Law Director

Section G:  <b>Human Resources</b>	<b>Knox County Board of Education Policy</b>		
	Descriptor Term:  <b>Time Schedules of Classified Personnel</b>	Descriptor Code:	Issued:
		<b>G-570</b>	<b>7/95</b>
		Reviewed:	Revised:
		<b>5/25</b>	<b>4/12</b>

The school system shall comply with Wage and Hour Regulations as administered by the U.S. Department of Labor. Actual hours worked are to be reported by each employee. No employee shall be at the job location unless so directed by the immediate supervisor.

### **WORK SCHEDULES**

A work week is a regularly recurring period of 168 consecutive hours. The standard work week for Knox County Schools employees shall begin at 12:00 a.m. Sunday and end at 11:59 p.m. on the following Saturday. Maintenance, security, and operations personnel shall have a work week that begins at 12:00 a.m. Wednesday and ends at 11:59 p.m. on the following Tuesday.

Supervisors shall prepare a daily work schedule both for school and non-school months. The daily schedule includes the time to begin work, lunch time and ending time.

Each employee is required to work according to his schedule unless there is an emergency. When an emergency arises, the immediate supervisor shall be notified as soon as possible.

All authorized overtime or time-on-the-job-location not within the scheduled time must be approved by the immediate supervisor before the overtime occurs.

### **TIME RECORDS REQUIRED**

Each employee classified as “non-exempt” pursuant to the Fair Labor Standards Act shall keep a time record of actual hours worked.<sup>1</sup>

At the end of each reporting period, such employees shall turn in time records to their immediate supervisor for approval. All time records will be forwarded to the payroll office for calculations.

### **LUNCH PERIODS**

All employees classified as “non-exempt” pursuant to the Fair Labor Standards Act shall have a thirty minute unpaid rest break or meal period if scheduled to work six (6) hours consecutively, except in workplace environments that by their nature of business provide for ample opportunity to rest or take an appropriate break. The break shall not be scheduled during or before the first hour of scheduled work activity<sup>2</sup>. During this scheduled lunch period, the employee shall be relieved of all duties of any nature.

### **EMPLOYEE CERTIFICATION THAT POLICY AND REGULATIONS HAVE BEEN READ**

New employees shall be furnished a copy of this policy. Each employee shall read this policy or have it read to him and shall certify that the policy has been read and understood. A copy of this certification must be on file before the first check is issued to a new employee.

#### Legal References:

1. 29 U.S.C. § 213.
2. T.C.A. § 50-2-103(h).

<u>Section G:</u>  <b>Human Resources</b>	<b>Knox County Board of Education Policy</b>		
	Descriptor Term:	Descriptor Code:	Issued:
	<b>Overtime Pay of Classified Personnel</b>	<b>G-571</b>	<b>7/95</b>
		Reviewed: <b>5/25</b>	Revised: <b>5/08</b>

Employees shall work in excess of standard hours when directed. When work in excess of standard hours is required, employees shall be compensated for the unscheduled hours worked.

Overtime is defined as hours physically worked in excess of forty (40) hours per week. When an employee is requested to work over regularly scheduled hours, the following shall apply:

#### Compensation for Unscheduled Hours

1. Hours worked over the scheduled hours must be approved by the immediate supervisor.
2. Whenever possible, compensatory time off shall be used in preference to overtime pay.
3. All payment for overtime shall be processed through the payroll office.

#### Overtime Pay

If it is determined by the immediate supervisor that compensatory time cannot be granted within the forty (40) hour pay period or without severe disruption of the operation of the facility, overtime may be authorized.

#### Payroll Provisions

1. Time and one-half (1 1/2) shall be paid for all hours physically worked in excess of forty (40) in a week.
2. An authorization for overtime payment must be submitted by the immediate supervisor.
3. Payment for overtime will be included in the paycheck for the period immediately following the one in which it was earned.

#### Discipline

1. Persons who have been assigned to work overtime, whether voluntary or mandatory, shall be expected to report to work as scheduled.
2. Failure to report shall subject an employee to disciplinary procedures as specified for any other non-appearance for a regularly scheduled work time.
3. Employees shall be released from mandatory overtime, without fear of discipline, when they can provide a reasonable excuse such as the following:
  - a. Personal family emergency;
  - b. Personal or family health maintenance;
  - c. Important family function; weddings, etc.

If there is doubt concerning the employee's sincerity in offering such an excuse, the burden of proof shall rest with the employee.

<u>Section G:</u>  <b>Human Resources</b>	<b>Knox County Board of Education Policy</b>		
	Descriptor Term:	Descriptor Code:	Issued:
	<b>Non-School Activities of Classified Personnel</b>	<b>G-580</b>	<b>7/95</b>
		Reviewed:	Revised:
		<b>5/25</b>	<b>6/12</b>

## **EMPLOYMENT**

Employees may hold employment outside the school system and continue in the employ of the Knox County Schools provided such employment does not interfere with their regularly scheduled or appropriately assigned duties for the school system, or reflect unfavorably on the school system.

## **POLITICAL ACTIVITIES**

The Knox County Schools personnel may, on their own time, campaign for or against any candidate or ballot initiative, but they shall not use the schools for political forum nor engage in any political promotion or solicitation during school hours. Employees who do not comply with these requirements shall be subject to disciplinary action.

Any employee who intends to campaign for an elective public office which infringes upon an employment agreement or work schedule shall present a proposed solution to the Director of Schools for consideration. The essential element to be determined by the Director of Schools is whether the activities proposed by the employee are consistent with services to the system and are in the best interest of education.



Section G:  <b>Human Resources</b>	<b>Knox County Board of Education Policy</b>		
	Descriptor Term:  <b>Leaves and Absences of Classified Personnel</b>	Descriptor Code:	Issued:
		<b>G-590</b>	<b>6/23</b>
		Reviewed: <b>5/25</b>	Revised:

## **EMERGENCY LEAVE, COURT APPEARANCES, AND JURY DUTY**

Emergency leave, court appearances, and jury duty shall be defined the same for classified personnel as for certificated employees.<sup>1</sup> See Board Policy G-460.

## **SICK LEAVE**

Sick leave shall be defined the same for classified personnel as for certificated employees. See Board Policy G-461.

## **BEREAVEMENT LEAVE**

Bereavement leave shall be defined the same for classified employees as for certified employees. See Board Policy G-461.

## **LONG TERM LEAVES OF ABSENCE**

Long Term Leaves of Absence for classified personnel shall be the same as for certificated personnel with the exception of educational improvement leave. See Board Policy G-463.

## **FAMILY/MEDICAL LEAVE**

Family Medical Leave shall be defined the same for classified personnel as for certificated personnel. See Board Policy G-464

## **MILITARY LEAVE**

Military Leave for classified personnel shall be the same as for certificated personnel. See Board Policy G-465.

## **PERSONAL LEAVE**

Personal Leave shall be the same for classified personnel as for certificated personnel. See Board Policy G-462.

## **PARENTAL LEAVE**

Parental leave shall be defined the same for classified personnel as for certificated employees. See Board Policy G-467.

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Legal Reference:

1. T.C.A. § 22-4-108.

Approved as to Legal Form  
By Knox County Law Director 5/31/2023  
*/Gary T. Dupler/Deputy Law Director*

<u>Section G:</u>  <b>Human Resources</b>	<b>Knox County Board of Education Policy</b>		
	Descriptor Term:	Descriptor Code:	Issued:
	<b>Vacations and Holidays of Classified Personnel</b>	<b>G-591</b>	<b>7/95</b>
		Reviewed:	Revised:
		<b>5/25</b>	<b>5/08</b>

## VACATIONS

Full-time employees on twelve months assignments earn vacation days at the rate of one (1) per month plus one (1) day per year worked for Knox County up to a total of eight (8) days. No more than twenty (20) vacation days can be carried over from year to year. Accumulated days plus days to be earned for the year will be advanced and credited to the employees on July 1 of each year. Employees are not eligible for vacation during their first 6 months of employment. The time of vacation must be approved by the Director of Schools and immediate supervisor.

## PAID HOLIDAYS

Classified personnel, if on active payroll at the time, shall be entitled to the following holidays:

- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving (2 days)
- Winter Holiday
- New Year's

Equivalent days, as approved by the Director of Schools, may be taken when these days fall on weekends or school is in session.

<b>Section I:</b>  <b>Instructional Goals and Objectives</b>	<b>Knox County Board of Education Policy</b>		
	<b>Descriptor Term:</b>  <b>Instructional Goals and Objectives</b>	<b>Descriptor Code:</b> <b>I-100</b>	<b>Issued:</b> <b>7/95</b>
		<b>Reviewed:</b> <b>7/23</b>	<b>Revised:</b> <b>9/23</b>

Knox County Schools will provide an educational program designed to help each student be college and career ready upon graduation from high school. Through implementation of the Tennessee State Standards, students will be able to:

- read a variety of complex text, both literary and informational, to build knowledge, gain insights, explore possibilities and broaden their perspective;
- communicate complex information in a clear and articulate manner using effective oral, written and media skills;
- develop conceptual understanding, procedural skill and fluency, and application skills in mathematics and science to solve complex real world issues and problems;
- participate effectively in civic life with a solid understanding of world geography, economics, history and finance;
- develop positive habits that support good physical, mental, social and emotional well-being;
- appreciate and participate in the arts;
- pursue the acquisition of world languages;
- effectively use current and emerging technologies to access, manage and create information;
- build career awareness in elementary school, engage in career exploration in middle school, and experience community-connected learning in high school;
- develop a plan in 8<sup>th</sup> grade for a high school experience that aligns to their career goals and aspirations;
- and adjust the plan in 10<sup>th</sup> grade to plan for the first two years after high school graduation;
- think creatively and work collaboratively with others;
- demonstrate flexibility, adaptability, initiative and self-direction;
- demonstrate a commitment to lifelong learning and personal excellence; and
- develop the 21<sup>st</sup> century skills necessary for a successful transition to college and/or career as identified in the 865 Ready Portrait of a Graduate.

Approved as to Legal Form  
By Knox County Law Director 7/27/2023  
/Gary T. Dupler/Deputy Law Director

<b>Section I:</b>  <b>Instructional Goals and Objectives</b>	<b>Knox County Board of Education Policy</b>		
	<b>Curriculum</b>	Descriptor Term:	Descriptor Code: Issued:
			<b>I-110 7/95</b>
		Reviewed:	Revised:
		<b>7/23</b>	<b>3/16</b>

The Knox County Schools will implement the Tennessee State Standards in compliance with the State of Tennessee.

The primary responsibility for the effective operation of the curriculum program and activities is delegated to the Director of Schools and the Director's designees.

School principals shall be responsible for administering the established instructional programs and for the development and supervision of a coordinated plan for the improvement of instruction in their schools.

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Legal References:

1. T.C.A. § 49-1-314.
2. TRR/MS 0520-1-3-.03(1).

Approved as to Legal Form  
By Knox County Law Director 1/27/2016  
*/Gary T. Dupler/*Deputy Law Director

<u>Section I:</u>  <b>Instructional Goals and Objectives</b>	<b>Knox County Board of Education Policy</b>		
	<b>Early College Admission</b>	Descriptor Code:	Issued:
		<b>I-120</b>	<b>7/95</b>
		Reviewed:	Revised:
		<b>7/23</b>	<b>9/23</b>

Early admission into college may be considered for a qualified 12th grade student who has at least a 3.5 grade point average and a minimum ACT composite score of 25 or an equivalent SAT score. Such a student, upon proper completion of the freshman year in a participating institution of higher learning, may be awarded credit for the senior year of high school.

To be considered for this program, the student shall:

1. Meet the early admission requirements of the college or university and provide evidence of early acceptance.
2. Submit a written request to the high school principal at the end of the eleventh year of school, signed by student and parents/legal guardians. The request must include a plan for seamless transition from high school on the date the student enrolls in the postsecondary institution.
3. Agree to forego all school athletics, performances, curricular activities, and extra-curricular activities except:
  - a. The prom, provided the student is eligible based on the individual school's expectation for prom participation.
  - b. Any school-sponsored senior activity connected to graduation.

The school shall:

1. Conduct a review by the principal, counseling staff, and postsecondary institution.
2. Create a written agreement including the postsecondary coursework and verification that the courses identified are an appropriate substitute for any remaining graduation requirements for the student.
3. Hold the agreement on file in the office of the principal.

To be eligible for graduation from the high school, the student shall:

1. Satisfactorily complete the college freshman year including all courses prescribed by the high school principal as acceptable for the required high school credits; and
2. Make all necessary arrangements with the high school for participation in commencement exercises, if desired and feasible.

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Legal Reference:

1. TRR/MS 0520-1-3-.06(4).

Approved as to Legal Form  
By Knox County Law Director 7/27/2023  
*/Gary T. Dupler/Deputy Law Director*

<u>Section I:</u>  <b>Instructional Goals and Objectives</b>	<b>Knox County Board of Education Policy</b>		
	<b>Enrollment in College Level Courses</b>	Descriptor Code:	Issued:
		<b>I-121</b>	<b>7/95</b>
		Reviewed:	Revised:
		<b>8/23</b>	<b>10/23</b>

High school students who are in good standing may earn high school credit by enrolling in college level courses at an institution of higher education.<sup>1</sup>

The institution shall be accredited by the state or by a state-approved accrediting agency. In order to qualify for college credit, a student shall:

1. Meet all the requirements for dual credit/enrollment of the college/university;
2. Include the college level courses in a graduation plan endorsed by school counseling personnel as appropriate;
3. Complete a dual enrollment form at the high school and obtain signatures from the principal and school counselor;
4. Agree to assume any additional financial, textbook, and/or equipment costs associated with the college level course;
5. Obtain acceptance of the college admissions officer and complete course registration in conjunction with the school counseling personnel; and
6. Continue to be enrolled in their base high school.

Upon receipt of the course grade transmitted directly from the institution of higher education, the high school shall grant credit on a term-to-term basis. Such grades shall be included in the computation of the student's cumulative grade-point average as consistent with the district's grading policy.

Legal Reference:

1. TRR/MS 0520-1-3-.06(4)(b).

Approved as to Legal Form  
By Knox County Law Director 8/16/2023  
/Gary T. Dupler/Deputy Law Director



<b>Section I:</b>  <b>Instructional Goals and Objectives</b>	<b>Knox County Board of Education Policy</b>		
	Descriptor Term:	Descriptor Code:	Issued:
	<b>Course Credit Earned Outside the Base High School</b>	<b>I-122</b>	<b>2/02</b>
		Reviewed: <b>7/23</b>	Revised: <b>7/23</b>

High school course credit (i.e. e-learning courses, distance learning courses, etc.) earned outside the district shall be accepted only with prior written permission of the high school principal and only within the following limiting conditions:

1. Institution awarding course credit is accredited by the state or by a state-approved accrediting agency.
2. Makeup credit may be allowed for a failed course that will enable the student to graduate with his/her class.
3. New course credit may be allowed only in the case of a student who, for reasons beyond the student's control, is unable to schedule the course in the base high school, or the new course credit will enable the student to graduate with his/her class.
4. Credit should be allowed only for courses which provide a final examination covering all terminal objectives of the particular curriculum framework of the Tennessee Department of Education.
5. All financial costs associated with the course work will be assumed by the student.
6. Enrollment for courses outside the district must be in addition to the minimum number of school courses in which the student is required to be enrolled at all times.

Upon receipt of the course grade transmitted directly from the granting institution, the receiving high school shall grant credit on a term-to-term basis. Such grades shall be included in the computation of the student's cumulative grade-point average as consistent with the district's grading policy.

#### **RELEASED TIME COURSES**

Under the following circumstances, the Knox County Board of Education is allowing high school students to receive one credit for each completed released time course, as validated by a transcript from the course provider and as provided in T.C.A. § 49-2-130 (g).<sup>1</sup>

To decide whether one (1) elective credit may be awarded for a student's completion of a released time course, the Board and Knox County Schools' Curriculum Supervisors are to evaluate the course neutrally, without any test for religious content or denominational affiliation. Aside from content, the same internal procedures for evaluation and acceptance of any new course shall be followed. The secular criteria utilized to evaluate a released time course include:

- A. The amount of classroom instruction time shall be equivalent to a block when a high school uses block scheduling, or one class period when a high school does not use block scheduling.

- 2 B. The course syllabus, which shall reflect the course requirements and any materials used in the  
3 course.  
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5 C. Methods of assessment used in the course shall be evaluated and it is expected that traditional  
6 assessments, such as tests and projects, will be utilized.  
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8 D. The course provider must ensure that the course is taught by a Tennessee state certified teacher  
9 with the relevant endorsements (if any). The provider selects the educator as long as the licensure  
10 requirement is met.  
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12 An MOU/Agreement must be approved by the Board to establish a course provider and specific course(s)  
13 offered for credit. Principal permission shall be granted if the course is approved by the Board and KCS  
14 Curriculum Supervisors.  
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16 Courses shall be taught off-site from Knox County Schools' campuses. A signed parental/student release  
17 is required for students to participate in a released time course.<sup>2</sup>  
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42 Legal Reference:

- 43 1. T.C.A. § 49-2-130(g).  
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46 Approved as to Legal Form  
47 By Knox County Law Director 7/13/2023  
48 /Gary T. Dupler/Deputy Law Director  
49

<u>Section:</u>  <b>Instructional Goals and Objectives</b>	<b>Knox County Board of Education Policy</b>		
	<b>Academic Acceleration</b>	Descriptor Term:	Descriptor Code:
			<b>I-123</b>
			<b>12/22</b>
		Reviewed:	Revised:
		<b>8/23</b>	<b>10/23</b>

## GENERAL

Students in grades seven through twelve (7-12) may enroll in available advanced courses including, but not limited to, advanced English language arts, mathematics, social studies, science, and world language courses.<sup>1</sup>

Guidance for course placement should not serve to limit enrollment in advanced courses, academic programs, or career-technical pathways. Students are encouraged to challenge themselves academically and engage in the most rigorous curricular offerings that are available.

In instances where multiple advanced course options exist, students will be encouraged to enroll in the one most aligned to their postsecondary aspirations.

Knox County Schools supports an inclusive model for advanced academics.

Final grades for the advanced academic programs will align with State Board Policy 3.301 Uniform Grading.

To enroll in these courses, students shall meet the following standards:

Honors Courses: A grade of 80 or higher and required statewide assessment scores of on-track or mastery in the most recent preceding academic course.

Dual Credit Courses: Students must meet the eligibility requirements of the higher education provider.

Dual Enrollment: Students must meet the eligibility requirements of the higher education provider.

Advanced Placement: A grade of 80 or higher and required statewide assessment scores of on-track or mastery in the most recent preceding academic course.

Cambridge International: A grade of 80 or higher and required statewide assessment scores of on-track or mastery in the most recent preceding academic course.

International Baccalaureate: A grade of 80 or higher and required statewide assessment scores of on-track or mastery in the most recent preceding academic course.

The district shall have the authority to consider additional factors, such as, but not limited to, local district assessments, student interest, attendance, post-graduation plans, teacher recommendations, and parent requests for the enrollment in advanced courses to fit the needs of the students.

**NOTIFICATION<sup>1</sup>**

Parent(s)/legal guardian(s) shall be provided notification of a student's eligibility to enroll in advanced courses. The notification shall state that a student will remain enrolled in the course unless the parent/legal guardian submits a timely written request for removal. The Director of Schools shall determine the deadline to submit the request for removal.

Students may also be removed from an advanced course if the student's teacher, counselor, and administrator determine that the student should be removed based on performance after thirty (30) days of instruction and the principal approves the request to remove the student. The parent or legal guardian should be notified of concerns as soon as they are apparent, and consulted regarding any decision to change the student's schedule.

**COLLEGE LEVEL COURSES<sup>2</sup>**

The Knox County Schools shall award high school credit to students who successfully complete college-level courses in substitution for graduation requirement courses, including general education and elective focus courses.

Graduation Requirement Course  
Algebra II

Substitute College Level Course  
Applications and Interpretations SL

In accordance with Knox County Board of Education Policy I-121, qualified high school students who are in good standing may earn high-school credit by enrolling in college-level courses (1) through a Board-approved dual enrollment program on the high-school campus or (2) through classes at an institution of higher education, which are conducted at times that do not conflict with the enrollee's regular course schedule. Written approval by the principal, or designee, shall be required for such concurrent enrollment.

Grades earned in such college level courses may be used to determine class rank and grade point average, provided high-school credit is awarded for the course.

The Board shall not be responsible for transportation or for any payment of college tuition or fees.

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**Legal References:**

1. T.C.A. § 49-6-1012.
2. Tennessee State Board of Education Policy 3.301.
3. TRR/MS 0520-01-03-.03(7).
4. T.C.A. § 49-6-3111.

Approved as to Legal Form  
By Knox County Law Director 8/29/2023  
/Gary T. Dupler/Deputy Law Director

<u>Section I:</u>  <b>Instructional Goals and Objectives</b>	<b>Knox County Board of Education Policy</b>		
	Descriptor Term:  <b>Work-Based Learning</b>	Descriptor Code:	Issued:
		<b>I-130</b>	<b>7/95</b>
		Reviewed:	Revised:
		<b>9/24</b>	<b>10/24</b>

Credit-bearing work-based learning activities are intended to serve as a capstone experience by which students can pursue the goals laid out in their required Plan of Study. Students practice and demonstrate the professional skills that are most valued by employers and postsecondary institutions and compile a portfolio of work samples and references that serve as evidence of their abilities. The Tennessee Department of Education (TDOE) policies address stand-alone credit-bearing experiences such as, but not limited to Apprenticeships, Clinical Internships, Service Learning classes, and Supervised Agriculture Experience.

Knox County Schools will follow all TDOE General Policies for Credit-Bearing Work-Based Learning (WBL). The policies establish minimum general requirements for any credit-bearing work-based learning opportunity.

Relation to Student's Plan of Study and Graduation Requirements:

Capstone WBL experiences and training must be aligned with the student's updated Plan of Study as required in State Board of Education (SBE) High School Policy, equate to a full-time equivalent credit, meet the standards of the Career Practicum or other WBL course in which they are enrolled, and facilitate intentional progress toward the attainment of knowledge and skills necessary to pursue the student's postsecondary and career goals.

Participating students must be on track to meet the requirements for graduation or program completion as adopted by the State Board and may earn WBL credit over the summer term as long as all WBL program requirements are met.

Students participating in WBL activities must be at least 16 years of age.

Students must demonstrate a 90% attendance rate unless otherwise agreed upon prior to the start of the WBL experience and deemed acceptable to the workplace mentor and WBL Coordinator.

Students must exhibit work readiness attitudes and skills as determined by the teacher and employer and consistent with the Tennessee Department of Education WBL Policy and Implementation Guides before beginning a WBL experience (SBE High School Policy 2.103). Students may use their 865 Ready Portrait of a Graduate Portfolios as evidence of their attitudes and skills.

If a student is enrolled in a capstone WBL placement for credit, the time spent at the WBL placement may be considered school enrollment time as outlined in the TDOE Student Membership and Attendance Procedures Manual.

The capstone WBL course, *Work-Based Learning: Career Practicum*, may be used as the third or fourth course for any Career and Technical Education (CTE) Program of Study or area of elective focus, but it

1 does not count toward CTE concentrator status. Students may earn up to six (6) credits per school year in  
2 *Work-Based Learning: Career Practicum* during their junior and senior years. At least one (1) credit must  
3 be earned through related classroom experience, which must include a minimum of two (2) periods per  
4 week of classroom instruction. A minimum of five (5) hours per week of supervised work experience is  
5 required for one additional credit, and a minimum of ten (10) hours per week is required for two (2)  
6 additional credits. Students in capstone WBL experiences should earn credit through the Career Practicum  
7 course or another appropriate WBL clinical or practicum course code.<sup>1</sup>  
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9 Students earning credits for work experience must be supervised by a certified work-based learning  
10 coordinator. Work-based learning programs must adhere to all state and federal child labor laws.  
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12 Prior approval must be obtained by the CTE Director or Special Education Director, respectively, before  
13 students can be placed in occupations that require use of the Hazardous Occupations Exemption Form.  
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15 Knox County Schools will follow the Work-Based Learning Policy Guide established by the Tennessee  
16 Department of Education (TDOE) which includes the policies for the implementation of credit- bearing  
17 work-based learning experiences.  
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41 Legal Reference:

42 1. T.C.A. § 49-11-909.  
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46 Approved as to Legal Form  
47 By Knox County Law Director 8/16/2024  
48 /Gary T. Dupler/Deputy Law Director  
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<u>Section I:</u>  <b>Instructional Goals and Objectives</b>	<b>Knox County Board of Education Policy</b>		
	<b>Homebound Instruction</b>	Descriptor Code:	Issued:
		<b>I-140</b>	<b>1/08</b>
		Reviewed:	Revised:
		<b>7/23</b>	<b>9/23</b>

## HOMEBOUND INSTRUCTION

Students considered for homebound instruction must have a health impairment of sufficient seriousness as certified by an approved provider or licensed doctor of medicine or osteopathy that prohibits them from regular school attendance, and that the student will miss more than ten (10) consecutive instructional days over the period of the school year due to the medical condition.

Students with disabilities previously certified as eligible under IDEA and state regulations will receive (if determined eligible by the IEP-Team) homebound services. Students with health impairments of a short duration or temporary nature will receive (if determined eligible by the Student Support Team (S-Team) or Section 504 Team) homebound services. Prior to the expiration of the homebound period, the team shall develop a transition plan for the student's reentry into school.

All homebound placements shall be temporary. Homebound placements shall not exceed thirty (30) school days duration unless there is a health impairment that requires extended homebound instruction and placement. In that case, a homebound placement shall be reviewed at intervals of thirty (30) school days to ensure the appropriateness of the provision of instruction and placement.<sup>1</sup>

## HOMEBOUND SERVICES PROVIDED FOR STUDENTS POST-PREGNANCY

The homebound instruction program for post-pregnancy students shall consist of a minimum of three (3) hours of instruction per week for a period of six (6) weeks for natural delivery or 8 weeks for Caesarean delivery.<sup>2</sup>

The student's physician shall state, in writing, the student's condition for eligibility for homebound instruction, with an estimated date for delivery.

A homebound instruction program for longer than the six (6) week period shall be provided only to a student who is certified in writing by a physician as having health complications that prevent the student from returning to the least restrictive environment.

### Legal References:

1. T.C.A. § 49-10-1102.
2. TRR/MS § 0520-1-2-.10.

Approved as to Legal Form  
By Knox County Law Director 8/21/2023  
/Gary T. Dupler/Deputy Law Director

<u>Section I:</u>  <b>Instructional Goals and Objectives</b>	<b>Knox County Board of Education Policy</b>		
	Descriptor Term:  <b>Gifted and Talented</b>	Descriptor Code:	Issued:
		<b>I-150</b>	<b>2/08</b>
		Reviewed:	Revised:
		<b>10/23</b>	<b>9/23</b>

The Knox County Board of Education is committed to providing an appropriately challenging academic environment, which focuses on high achievement standards through general, Career and Technical Education, or special education.

## **IDENTIFICATION**

Gifted and Talented (GT) students will be identified in grades K-12 using a variety of assessment information and multiple criteria. The identification process will represent students among all gender, cultural/ethnic background, and socio-economic status.

### Kindergarten through 1<sup>st</sup> Grade:

Teachers in grades K-1 have access and are provided rigorous and differentiated lessons for advanced students. Each school has a GT Coach assigned to support teachers with any student and teacher needs.

### 2<sup>nd</sup> Grade through 12<sup>th</sup> Grade:

A screening is administered at the beginning of the second grade year. This screening helps identify students with creativity and leadership skills as well as task commitment. Students in these grade levels, will be identified through formal and informal assessment instruments such as standardized tests, performance assessments, expression of motivation and achievement, leadership qualities, and teacher/parent recommendations.

Students identified through a formal assessment process in grades Kindergarten through 12 who 1) meet the state criteria for intellectually gifted, and 2) whose needs cannot be met by the general education curriculum with appropriate enhancements or modifications, may receive special education services.

## **CURRICULUM AND INSTRUCTION**

### Kindergarten through 1<sup>st</sup> Grade:

The general education teacher, through collaboration and consultation with the Gifted and Talented Coach, will provide resources to meet the needs of identified students. The Gifted and Talented Coach works with classroom teachers to provide rigorous and differentiated lessons for advanced students. Enrichment opportunities are available for students as part of the RTI continuum. Additionally, students may access additional enrichment through district-wide virtual groups.

### 2<sup>nd</sup> through 5<sup>th</sup> Grade:

The Gifted and Talented program utilizes the expertise of coaches who work with teachers and students to provide opportunities for advanced learning throughout the content areas. Gifted and Talented Coaches work with teachers to support advanced students through engaging, meaningful, and challenging learning. This learning may come in the form of flexible grouping, tiered assignments, and acceleration, co-teaching, modeling or enrichment activities. The Gifted and Talented program may utilize technology to



provide access to distance learning and self-paced courses for students needing additional enrichment. Enrichment opportunities are available for students as part of the RTI continuum.

Gifted and Talented Coaches work with advanced students who have been identified using multiple sources of data, through whole group sessions or small flexible groups. Coaches collaborate with administrators, instructional coaches and teachers to plan lessons and activities that support the grade-level curriculum for advanced learners and/or identified students. Additionally, magnet schools and programs are available to students through an application process and requested by transfer.

6<sup>th</sup> through 12<sup>th</sup> Grade:

The curriculum offered to intellectually gifted or academically talented students includes advanced placement courses or attendance/participation in unique learning opportunities or programs available to Knox County students. The Gifted and Talented program utilizes technology to provide access to distance learning and self-paced courses for students needing additional enrichment not offered in their base school. Middle school teachers work with Gifted and Talented Coaches who provide resources, professional development, and consultation. Honors, Advanced Placement, International Baccalaureate, Dual Credit and Dual Enrollment courses are available to qualifying students. Additionally, magnet schools and programs are available to students through an application process and as requested by transfer.

Approved as to Legal Form  
By Knox County Law Director 8/21/2023  
/Gary T. Dupler/Deputy Law Director

<b>Section I:</b>  <b>Instructional Goals and Objectives</b>	<b>Knox County Board of Education Policy</b>		
	<b>Special Education</b>	Descriptor Code:	Issued:
		<b>I-160</b>	<b>7/95</b>
		Reviewed:	Revised:
		<b>7/23</b>	<b>8/17</b>

The Board shall provide access to a free appropriate public education to all children with disabilities ages 3-21, inclusive, residing within the jurisdiction of the school system. The plan for implementation of appropriate instruction and special education services shall be in accordance with the current Rules, Regulations, and Minimum Standards of the State Board of Education,<sup>1</sup> and state<sup>2</sup> and federal<sup>3</sup> law.

The Board shall develop and periodically update a local plan for providing special education services for students with disabilities. Specifically, the Board assures that:

1. All students with disabilities living within the school district have available to them a free, appropriate public education with special education and related services designed to meet their unique needs provided in the least restrictive environment.
2. The provision of educational services will comply with procedural safeguards required by state and federal law.

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Legal References:

1. TRR/MS 0520-1-3-.09.
2. T.C.A. § 49-10-101 et. seq.
3. 20 U.S.C. § 1400 et. seq.

Approved as to Legal Form  
By Knox County Law Director 6/19/2017  
*/Gary T. Dupler/*Deputy Law Director

<b>Section I:</b>  <b>Instructional Goals and Objectives</b>	<b>Knox County Board of Education Policy</b>		
	<b>Descriptor Term:</b>  <b>Extracurricular Activities</b>	<b>Descriptor Code:</b> <b>I-170</b>	<b>Issued:</b> <b>7/95</b>
		<b>Reviewed:</b> <b>10/23</b>	<b>Revised:</b> <b>12/23</b>

The following shall be adhered to in administering a student club/activities program:

1. Only clubs or student activities approved by the principal will be considered as school sponsored and allowed to operate using the name of the Board of Education or the school's name. Non-school sponsored clubs or student activities shall not conduct their activities on school property without prior permission from the principal.
2. All school sponsored clubs/student activities must have a faculty sponsor in order to be approved as school sponsored.
3. All student activities/clubs, to include their scheduled meeting times, whether before, during, or after school hours, must have the approval of the principal.
4. Student activities/clubs occurring before or after regularly scheduled school hours, must be made known to the principal.
5. No student shall be required to attend a school-sponsored student activity that is scheduled at a time which conflicts with the student's religious practices.
6. Student groups shall not participate in state or national activities which are not listed as approved activities by regional accrediting associations or state and national principals' associations without the approval of the Superintendent.
7. A student on out-of-school suspension shall not be permitted to participate in school-associated or school-sponsored activities.
8. Activities which restrict participation because of race, color, religion, sex, disabilities, or national origin are forbidden.
9. Schools shall include a listing of all extracurricular clubs and activities in the school's student handbook and on the school's website. The listing shall include the various organizations' mission statements and any associated fees.
10. A parent and/or legal guardian must provide a dated written consent before a minor student is allowed to become a member of an extracurricular club or organization or participate in any extracurricular activities of a club or organization.<sup>1</sup>

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Legal Reference:

1. T.C.A. § 49-6-1031(b).

Approved as to Legal Form  
By Knox County Law Director 10/16/2023  
/Gary T. Dupler/Deputy Law Director

<u>Section I:</u>  <b>Instructional Goals and Objectives</b>	<b>Knox County Board of Education Policy</b>		
	Descriptor Term:  <b>Interscholastic Athletics</b>	Descriptor Code:	Issued:
		<b>I-171</b>	<b>7/95</b>
		Reviewed:	Revised:
		<b>5/25</b>	<b>7/25</b>

Interscholastic athletics shall be administered as a part of the regular school program and shall be the principal's responsibility. The principal or the principal's designee must accompany an athletic team on trips.

The Bylaws of the Tennessee Secondary School Athletic Association (TSSAA) shall regulate the operation and control of secondary athletics.

School athletics shall be coached only by persons on contract to the Board of Education and approved by the Tennessee Secondary School Athletic Association.

There shall be an annual physical examination of every student prior to his participation in interscholastic athletic practice.<sup>1</sup> Cost of the examination shall be borne by the parent or legal guardian of the student. These records shall be on file.

A student's gender for purposes of participation in middle or high school athletics is determined by the student's sex at the time of the student's birth. A valid original birth certificate must be provided for this purpose. At the principal's discretion, if there are any issues regarding the birth certificate, the student and the student's parent/legal guardian must provide other satisfactory evidence of the student's sex at birth.<sup>2</sup>

For the 2025-2026 school year, every participant in athletics shall purchase insurance through participation in the Knox County Schools Athletic Insurance Program.

There shall be no practice of organized school athletics schedules within the school day without approval of the Superintendent.<sup>3</sup>

Each school may play two home athletic events during the school day without requesting permission from the Board of Education.

The conduct of players, spectators, or school personnel reflects directly upon the school system as a whole. Therefore, conduct of players, spectators, or school personnel that does not exemplify the best sportsmanship may result in that school's program, players, spectators, or school personnel being suspended from attendance or participation in the sport concerned with the infraction. The Board of Education or its designee will determine the duration of the suspension.

Maximum admission prices to all athletic events shall be approved by the Board of Education, upon the recommendation of the Superintendent.

#### **SCHEDULING OF ATHLETIC CONTESTS**

A. District/regional games shall be scheduled first.

**B. No contract shall be signed until the following process is complete:**

(1) Complete the schedule and submit to the principal for approval.

(2) Upon approval by the principal, submit to the Superintendent's office for final approval.

**C.** If an adequate schedule is not obtained by each school, a rescheduling meeting shall be designated by the Superintendent's office to resolve existing problems.

**D.** No contracts are to be signed prior to the Superintendent's approval of the schedule.

Middle School Basketball and Track & Field, and Cheer are sanctioned sports of the Knox County Schools and shall be regulated by bylaws of the TSSAA-Middle School Division.

**ELIGIBILITY OF HOME SCHOOLED STUDENTS FOR PUBLIC SCHOOL INTERSCHOLASTIC ATHLETICS<sup>4</sup>**

As a member of the Tennessee Secondary Schools Athletic Association, the Knox County Schools shall honor the bylaws of the TSSAA/TMSAA with respect to home school students' participation in TSSAA sanctioned public school interscholastic athletic activities. The following conditions shall also apply to home school students seeking to participate in the Knox County Schools Interscholastic athletics program:

1. Home school students who meet the requirements established by the TSSAA and who meet all other eligibility and selection criteria set forth by the school and the coach will be allowed to participate on an interscholastic athletic team of their zoned school. With regard to sports that do not require tryouts for eligible Knox County Schools students, participation will be allowed pursuant to the compliance with the requirements listed in this policy. With regard to sports requiring tryouts, compliance with the requirements listed in this policy will only ensure the opportunity to tryout and will not ensure a position on the respective team.
2. If selected for membership on the zoned school athletic team, home school students will be subject to all rules, requirements and restrictions that are applicable as members of the team and the school community;
3. Home school students shall pay all fees associated with each sport in which they may participate and these fees shall be paid in full prior to the first contest of the regular season.
4. In the event that the Knox County School's insurance provider does not extend coverage to an athlete, that athlete must provide proof of independently secured catastrophic coverage, and liability coverage, with the school system as a named insured, of not less than the limits set forth in Tennessee Code Annotated § 29-20-403.

**Legal References:**

1. TRR/MS § 0520-1-3-.08(2)(b).
2. T.C.A. § 49-6-310.
3. T.C.A. § 49-6-1002(a).
4. T.C.A. § 49-6-3050(c); By Laws, Tennessee Secondary School Athletic Association, Article II, Section 25.

**Cross Reference:**

- Knox County Board of Education Policy E-200 Insurance Management.

<b>Section I:</b>  <b>Instructional Goals and Objectives</b>	<b>Knox County Board of Education Policy</b>		
	Descriptor Term:	Descriptor Code:	Issued:
	<b>Interscholastic Sports Examination</b>	<b>I-172</b>	<b>7/08</b>
		Reviewed:	Revised:
		<b>8/23</b>	<b>3/16</b>

State Board of Education rules and Tennessee Secondary School Athletic Association (TSSAA) rules require that any child, regardless of age, who participates in interscholastic sports, must have an annual physical exam before participating.

Examinations of students who participate in interscholastic athletics shall be reported using the “Pre-participation Physical Evaluation and Consent for Athletic Participation Form”. The sports clearance form may be completed any time after April 15. The form can be obtained by a health care provider or by going to the Knox County Schools [website](#).

Children not covered by private or public health insurance can consult with the local health department for a health maintenance exam.

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#### Legal References

1. TRR/MS 0520-01-03-.08.

Approved as to Legal Form  
By Knox County Law Director 1/27/2016  
*/Gary T. Dupler/Deputy Law Director*

<u>Section:</u>	<b>Knox County Board of Education Policy</b>		
<b>Instructional Goals and Objectives</b>	Descriptor Term: <b>Athletic Support Organizations and Management</b>	Descriptor Code: <b>I-173</b>	Issued: <b>3/23</b>
		Reviewed: <b>8/23</b>	Revised:

## PURPOSE

The Board recognizes and appreciates the cooperation and support given by athletic support organizations (booster clubs) and parent organizations (collectively referred to as “organizations”) to various athletic, extracurricular, and student club activities of the schools.

The Board, the administration and all other personnel of the District shall each endeavor to foster a positive and productive relationship with booster clubs and parent organizations that operate to serve the basic educational goals of the District and otherwise support the District’s mission.

Knox County Schools has the responsibility to equitably support, as it is defined legally, girls’ and boys’ sports programs. Private fundraising and booster club efforts are important and essential to provide quality participation opportunities to student athletes. Knox County Schools values the contribution of time, money, equipment, supplies, and other donations from individuals, businesses, and booster clubs. However, the Knox County Schools must not allow infusions of monetary and non-monetary contributions to result in programs which are unequitable. Knox County Schools desires to retain the enormous benefits provided by various donors, and contributions will be monitored as to the effects, and girls’ and boys’ sports shall be supported equitably on a sex-neutral basis. This policy does not replace Policy D-250 “School Support Organizations” and shall be enforced in conjunction with D-250.

## REQUIREMENTS FOR ORGANIZATION

1. The Board shall provide booster clubs and parent organizations opportunities to support local school athletic, extracurricular, and student club efforts. Each booster club and parent organization must maintain current by-laws which, among other things, define who can be a member. Booster clubs and parent organizations shall also follow the District’s rules regarding constitution and by-laws as promulgated in the Administrative Procedure related to this Policy.
2. The District’s Athletic Director shall be the administrative liaison for booster clubs and parent organizations that support athletic programs across the District, with support from the District’s Director of Internal School Funds.
3. School Athletic Directors and/or Principals shall be the administrative liaison for building-based booster clubs and parent organizations that support District extracurricular and student club activities with support from the District’s Director of Internal School Funds. The Superintendent shall designate the administrative liaison for all non-athletic District-wide booster clubs.
4. Each Knox County School shall have an associated management athletic booster organization. Such an organization may take the form of a unified booster club or managing separate entities (i.e. West Athletic Council). Each managing booster club and parent organization must appoint an organization liaison for purposes of communications with the District. This appointed liaison may



1 be the organization's President, Treasurer or any other member. The District's Athletic Director  
2 shall maintain a list of organization appointed liaisons for applicable athletic programs, with the  
3 list generated from building-based records. School building principals shall maintain a list of  
4 organization appointed liaisons for applicable athletic booster clubs in their respective buildings.  
5 Finally, the designated administrative liaison shall maintain a list of organization appointed  
6 liaisons for all non-athletic booster clubs District-wide.  
7

- 8 5. Each booster club and parent organization shall yearly submit a listing of its officers to the  
9 appropriate District administrative liaison after the annual organizational meeting of the booster  
10 club or the parent organization. A school representative, the Head Principal or designee, shall be  
11 a non-voting member of the board for the managing organization.  
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- 13 6. All actions of booster clubs and parent organizations must comply with Policy D-250 "School  
14 Support Organizations" and are to be approved by the management organization at each respective  
15 school. Further, various decisions will need to be approved by the Knox County Schools  
16 administration and in some cases, the Board of Education. The District administrative liaison will  
17 be responsible for apprising KCS administration of issues and decisions by the particular school's  
18 management organization and KCS administration will then be responsible for responding to  
19 decisions and issues, and to decide whether Board action is needed.  
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Cross Reference:

- 40 1. Knox County Board of Education Policy D-250 "School Support Organizations."  
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42 Legal Reference:

- 43 1. Title IX of the Education Amendments of 1972.  
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46 Approved as to Legal Form

47 By Knox County Law Director 1/27/2023

48 /Gary T. Dupler/Deputy Law Director  
49

<b>Section I:</b>  <b>Instructional Goals and Objectives</b>	<b>Knox County Board of Education Policy</b>		
	<b>Organization for Instruction</b>	Descriptor Term:	Descriptor Code:
			<b>I-190</b>
		Issued:	<b>7/95</b>
		Reviewed:	<b>9/24</b>
		Revised:	<b>10/24</b>

Some system-wide uniformity of organization is necessary to ensure efficient administration and quality education for pupils. A reasonable degree of flexibility in the general framework, however, permits each school to make adjustments and adaptations in order to fit local conditions and facilities.

### **ELEMENTARY SCHOOL PROGRAM, GRADES K – 5**

The instructional program in the elementary school provides for emphasis on the basic skill areas of language arts and mathematics. Additional skills and content are provided through the instructional areas of social studies, science, health and safety, music, art and physical education.

#### **KINDERGARTEN**

A program is available for every child who is five years old. Emphasis is placed upon active learning in a workshop atmosphere with an emphasis on the use of manipulative materials. The daily program provides activities that are both stimulating and quiet, student-choice and teacher-directed, and large and small groups. The use of state and locally adopted instructional materials is required. Skills and content objectives are identified in Tennessee Academic Standards.

#### **GRADES 1 – 5**

Elementary teachers are responsible for the total instructional program. Skills and content objectives are identified in Tennessee Academic Standards for each subject area. The curriculum shall be integrated across subject areas, and the daily program shall be organized into flexible blocks of time. The use of state and locally adopted instructional materials is required. Classes shall be self-contained and heterogeneous. Classes in grades 3-5 may departmentalize by subject following an approved plan for instruction.

#### **MIDDLE SCHOOL PROGRAM, GRADES 6 – 8**

The organization of the middle school provides for continued emphasis on the basic skills of learning and assists pupils in making the transition from the elementary school to the high school. The middle school offers specialized instruction in each subject area and, at the same time, includes exploratory courses and activities.

Middle school pupils are provided a home base, and the subject areas of language arts, social studies, mathematics, and science are taught in the same area of the building by a team of teachers, each specializing in one or more of the four subject areas. A group of approximately 120 pupils, divided into four heterogeneously grouped classes, is assigned to each team of teachers. The use of state and locally adopted instructional materials is required. Special area teachers instruct pupils in art, band, choral and general music, physical education, health, computer technology, and group guidance. Reading and math intervention are embedded in the school day as required by RTI<sup>2</sup> state policies.

Beginning in the 2024-2025 school year, sixth grade students, at some point in middle school, will be required to complete a course in computer science education.<sup>1</sup>

## **SECONDARY SCHOOL PROGRAM, GRADES 9 – 12**

The guiding principle for organizational framework at the secondary level is to provide support for tailoring educational opportunities to the interests, needs, and aptitudes of the individual student. The use of state and locally adopted instructional materials is required. High schools are supported with an Academy Coach to bridge classroom and industry connections for student experiences and networking.

High schools in the 865 Academies will have a freshman academy and sophomore career-themed academies including a team of math, science, social studies, ELL, and English teachers, special education educators, the freshman counselor, and the freshman principal. The team will share a common set of heterogeneously grouped students and will meet regularly to plan Tier I student supports, career connections, and interdisciplinary connections to the 865 Ready Portrait of a Graduate.

## **ACCREDITATION**

The Knox County Board of Education adheres to the principles and standards for secondary schools as outlined by the State of Tennessee Department of Education High school personnel, programs, schedules, materials, organizations, and physical facilities shall comply with current requirements in order to ensure that all Knox County secondary schools are accredited by the Tennessee State Department of Education.

## **PUPIL PLACEMENT**

The criteria for placement of pupils in the secondary program should include the following sources:

1. Achievement and scholastic aptitude test data
2. Teacher recommendation
3. Scholastic grades
4. Course offerings and competency requirements
5. Career goals of the pupil
6. Parent and pupil preference

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Legal Reference:

1. T.C.A. § 49-6-1010.

Approved as to Legal Form  
By Knox County Law Director 8/16/2024  
/Gary T. Dupler/Deputy Law Director

<b>Section I:</b>  <b>Instructional Goals and Objectives</b>	<b>Knox County Board of Education Policy</b>		
	<b>Class Size</b>	Descriptor Code:	Issued:
		<b>I-200</b>	<b>7/95</b>
		Reviewed:	Revised:
		<b>7/23</b>	<b>9/23</b>

Classes shall be limited to the following maximum sizes:<sup>1</sup>

<u>Grade Level</u>	<u>Average</u>	<u>Maximum Class Size</u>
K – 3	20 students	25 students
4 – 6	25 students	30 students
7 – 12	30 students	35 students
Career and Technical Education as part of a career academy or small learning community model	25* students 30 students	25 students 35 students

The Board may allow class size limits to be exceeded in such areas as instrumental and vocal music classes if in its judgment the effectiveness of the instructional program in these areas is not impaired.<sup>2</sup>

*Note: Outside of the career academy structure, an increase to average CTE class size average in grades 9-12 requires annual waiver approved by the Tennessee Commissioner of Education.*

**Legal References:**

1. T.C.A. § 49-1-104.
2. TRR/MS 0520-01-02-.31(4).

Approved as to Legal Form  
By Knox County Law Director 7/27/2023  
/Gary T. Dupler/Deputy Law Director

<b>Section I:</b>  <b>Instructional Goals and Objectives</b>	<b>Knox County Board of Education Policy</b>		
	<b>Descriptor Term:</b>  <b>Textbook and Instructional Materials Selection, Distribution, and Care</b>	<b>Descriptor Code:</b> <b>I-210</b>	<b>Issued:</b> <b>7/95</b>
		<b>Reviewed:</b> <b>9/24</b>	<b>Revised:</b> <b>10/24</b>

## SELECTION

The selection of textbooks and instructional materials shall be completed according to the laws and policies required by the State of Tennessee and the State Textbook and Instructional Materials Quality Commission. The responsibility for textbook and instructional materials selection rests with the local textbook selection committees subject to approval by the Board<sup>1,2</sup> following procedures outlined by the State of Tennessee.<sup>3, 4, 5</sup> The Director of Schools shall establish a procedure for providing the citizens of the community an opportunity to examine proposed textbooks and instructional materials prior to their final adoption,<sup>1</sup> including public notice of time and location at which materials may be examined.

## DISTRIBUTION

The instructional resources designee shall be appointed by the Director of Schools to be responsible for the purchase and distribution of textbooks and instructional materials in each school. Textbooks and instructional materials may be provided in electronic or printed format. Students and teachers must have reasonable access to the electronic textbooks and instructional materials, including, but not limited to, providing students and teachers reasonable access to computers. A printed version of the textbook or instructional material must be provided if the student or the student's parent or legal guardian submits a written request to the principal.<sup>7</sup> The principal shall be responsible for seeing that each student receives the required textbooks and instructional materials at no cost to the student.<sup>2</sup>

## CARE OF TEXTBOOKS AND INSTRUCTIONAL MATERIALS:

Textbooks and instructional materials are property of the Board and shall be returned at the end of the school year, upon completion of the course, or upon withdrawal from a course or school.<sup>6</sup> Administrators are to communicate with parents and students stating that they will be responsible for any textbooks or instructional materials issued, in accordance with Policy J-270 "Care of School Property."

Charges for lost or damaged textbooks will be assessed in accordance with Policy J-560 "Student Fees and Fines" and notified to parents in writing. The principal may include with the notice a provision stating that failure to pay the fine imposed within a reasonable time may result in the imposition of one or both of the following sanctions:

1. Refusal to issue any replacement textbooks or instructional materials until restitution is made; and
2. Withholding of all grade cards, diplomas, certificates of progress, or transcripts until restitution is made.<sup>2, 6</sup>

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Legal References:

1. T.C.A. § 49-6-2207(C)(1).
2. T.C.A. § 49-3-310(1)(A).
3. T.C.A. § 49-6-2202.
4. T.C.A. § 49-6-2206.
5. TRR/MS 0520.01-18.02.
6. T.C.A. § 49-3-310.
7. T.C.A. § 49-6-2207(f).

Cross References:

- Knox County Board of Education Policy J-270 "Care of School Property."
- Knox County Board of Education Policy J-560 "Student Fees and Fines."

Approved as to Legal Form  
By Knox County Law Director 8/16/2024  
/Gary T. Dupler/Deputy Law Director

<b>Section:</b>  <b>Instructional Goals and Objectives</b>	<b>Knox County Board of Education Policy</b>		
	<b>Descriptor Term:</b>  <b>Selection of Instructional Materials Other Than Textbooks</b>	<b>Descriptor Code:</b> <b>I-211</b>	<b>Issued:</b> <b>7/95</b>
		<b>Reviewed:</b> <b>6/24</b>	<b>Revised:</b> <b>7/24</b>

Teachers, school administrators, and instructional supervisors/specialists will work together to select appropriate standards-aligned instructional materials. Such materials could include (but are not limited to) books, magazines, newspapers, journals, and video, audio, digital, and web resources. Per T.C.A. § 49-6-2206, schools may not use any textbooks or instructional materials upon any subject to the exclusion of the textbooks and instructional materials listed by the Tennessee Textbook and Instructional Materials Quality Commission and approved by the State Board of Education.<sup>1,2</sup>

Selection of instructional materials will be based on the criteria listed below and should be continuously re-evaluated in relation to changing curriculum content, pedagogical research, and the needs of students, teachers, and administrators.

All resources used during a course of study, in conjunction with school-wide activities, or available for students' individual choice use will be openly disclosed to parents/legal guardians and other stakeholders sufficiently in advance of their use with students for parents to request an alternate assignment should they have a concern about the selected materials. Alternate assignments will receive the same level of instructional and assessment rigor as the primary assignment. Instructional materials prescribed within the established curricula for Advanced Placement, dual enrollment, dual credit and International Baccalaureate Programme courses are on a post-secondary level and are considered appropriate for this level of academic endeavor. Enrollment in these courses constitutes acceptance of the instructional program. Alternate assignments will not generally be available for this level of coursework.

The Director of Schools will establish an administrative procedure for review and selection of materials subject to this policy. Particular attention will be paid to addressing the suitability and age-appropriateness of instructional materials that include content which might be considered sensitive by parents or students (for example, materials that contain coarse language, graphic violence, explicit sexual content, illegal use of drugs or alcohol). Information specific to materials accessible to students through school libraries, in compliance with the Age-Appropriate Materials Act and T.C.A. § 39-17-901,<sup>3</sup> is found in Board Policy I-241 "School Libraries" and its accompanying administrative procedure. The Director of Schools will also establish a procedure for the reconsideration of approved materials as may be requested by parents or staff members, in accordance with Board Policy I-212 "Reconsideration of Instructional Materials and Textbooks."

### **GENERAL CRITERIA FOR SELECTION**

- Educational purpose (as defined by state standards) aligned with the Tennessee Academic Standards and upholding the aspects of rigor and measures of student accountability
- Contribution the subject matter makes to the curriculum and to the interests of the students
- Appropriateness to social, emotional, and intellectual level of intended audience
- Favorable reviews found in standard selection sources
- Favorable recommendations based on preview and examination of materials by professional personnel
- Reputation and significance of the author, producer, and publisher

- Validity, currency, and appropriateness of the material
- Contribution each material makes to the breadth of representative viewpoints on controversial issues offered by the materials collection as a whole
- High degree of potential user appeal
- High artistic quality and/or literary style
- Quality and variety of format
- Value commensurate with cost and/or need
- Timeliness or permanence of the content

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Legal References:

1. T.C.A. § 49-1-905.
2. T.C.A. § 49-6-2206.
3. T.C.A. § 49-6-3803 and T.C.A. § 39-17-901.

Cross Reference:

- Knox County Board of Education Policy I-212 “Reconsideration of Instructional Materials and Textbooks.”
- Knox County Board of Education Policy I-241 “School Libraries.”
- Knox County Schools Administrative Procedure AP-I-211 “Selection of Instructional Materials Other Than Textbooks.”

Approved as to Legal Form

By Knox County Law Director 7/1/2024

/Gary T. Dupler/Deputy Law Director



<u>Section I:</u>  <b>Instructional Goals and Objectives</b>	<b>Knox County Board of Education Policy</b>		
	Descriptor Term:	Descriptor Code:	Issued:
	<b>Reconsideration of Instructional Materials and Textbooks</b>	<b>I-212</b>	<b>7/95</b>
		Reviewed: <b>10/24</b>	Revised: <b>7/24</b>

The Board supports principles of intellectual freedom inherent in the First Amendment of the Constitution of the United States and expressed in the Library Bill of Rights of the American Library Association.

Educators shall regularly review instructional and library materials by considering the following:

1. Whether the materials are appropriate for the age and maturity levels of the students who may have access; and
2. Whether the materials are suitable for and consistent with the educational mission of the school.<sup>1</sup>

Because opinions differ, there may be questions concerning some instructional and library materials despite the quality of the selection processes outlined in Board Policies I-211 and I-241.<sup>2</sup>

Parent(s) or legal guardian(s) may request in writing to the teacher that a student not be required to read a book, use certain materials, or participate in an activity. The request should include grounds or basis for exemption. The teacher should respond in writing with alternative plans. If the request to the teacher is denied, then a written request may be submitted to the principal.

No student who is granted such a request shall be penalized academically for his failure to participate in an activity, read a book, or use certain materials.

A student, a student's parent or legal guardian, or a school employee may provide feedback regarding one (1) or more of the materials in the library collection or another instructional setting of the student's or employee's school. The Board confers responsibility upon school and district administration for evaluating this feedback and rendering a determination, using the administrative procedure outlined in AP-I-212 "Reconsideration of Instructional Materials and Textbooks."<sup>1, 2</sup>

If upon reconsideration the material is determined to be inappropriate for the age and maturity levels of the students who may access the material, or is not suitable for, or consistent with, the educational mission of the school, then the school shall remove the material from student access in the collection or grade level for which it has been deemed inappropriate.<sup>1</sup>

Reconsideration decisions are made on a case-by-case basis. Determination on the reconsideration process are to be reported within sixty (60) days from the date on which the feedback was received. The district's final authority concerning the use of a controversial material shall rest with the Board.

If a concern cannot be adequately resolved through the district's local reconsideration procedure, it may be referred to the Tennessee Textbook and Instructional Materials Quality Commission for further action in either of two ways:

1. If a determination is not made within sixty (60) days from the date on which the feedback was received, the student, parent/guardian, or school employee who submitted the feedback may request the State Commission to evaluate the material.<sup>2</sup>
2. After a determination has been made, a student, a student's parent or legal guardian, or employee may request to appeal it to the State Commission within five (5) days of the report of determination.<sup>3</sup>

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Legal References:

1. T.C.A. § 49-6-3803.
2. T.C.A. § 49-6-3803(e).
3. Tennessee Textbook and Instructional Materials Quality Commission (2023). Retrieved from [https://www.tn.gov/content/dam/tn/education/textbook/commission/TBC\\_Library\\_Guidance\\_Document.pdf](https://www.tn.gov/content/dam/tn/education/textbook/commission/TBC_Library_Guidance_Document.pdf).

Cross References:

- Knox County Board of Education Policy I-211.
- Knox County Board of Education Policy I-241.
- Knox County Schools Administrative Procedure AP-I-212.

Approved as to Legal Form  
By Knox County Law Director 8/21/2023  
/Gary T. Dupler/Deputy Law Director

<u>Section:</u>  <b>Instructional Goals and Objectives</b>	<b>Knox County Board of Education Policy</b>		
	Descriptor Term:	Descriptor Code:	Issued:
	<b>Instructional Use of Artificial Intelligence (AI) Tools</b>	<b>I-213</b>	<b>9/24</b>
		Reviewed:	Revised:

Artificial Intelligence (AI) as defined by state law<sup>1</sup> may be used by staff and students, provided usage adheres to the parameters outlined in this policy.

### **PRIVACY, ENFORCEMENT, AND SECURITY**

In accordance with Knox County Board of Education Policy I-222 “Internet Safety,” KCS will implement measures to protect student and staff data. The Chief Technology Officer, in coordination with the Academics Division, shall oversee the implementation of AI programming to monitor compliance with Board policy and state and federal data privacy laws.

Staff should refer to the district’s approved software library prior to using or requesting use of any new online resource to align use of any AI tools with Knox County Board of Education Policy D-233 “Technology Purchases.”

Staff shall refrain from entering personal, student, financial, intellectual property, or other confidential information into an AI program. Data collected by AI tools should be used solely for educational purposes and not for commercial or non-educational activities.

Concerns related to the use of AI tools should be directed to the appropriate school administrator or supervisor. Staff shall have opportunities to engage in professional learning on effective and appropriate use of AI tools in an educational setting.

### **INSTRUCTIONAL USAGE**

Students are permitted to use approved AI programs. Student use should:

- align with approved instructional standards and curriculum;
- include instruction on appropriate and responsible use of AI;
- be approved in accordance with Knox County Board of Education Policy D-233 “Technology Purchases”; and
- be handled in compliance with relevant data security laws, privacy laws, and Board policies.

### **STAFF USAGE**

Staff may use approved AI tools as needed and as appropriate in their day-to-day work. When using AI programming, staff shall:

1. Disclose their use of a generative tool to their direct supervisor if usage would violate the terms of use of the tool or program, would mislead a supervisor or others as to the nature of the employee’s work, or would be inconsistent with the teacher code of ethics;<sup>2</sup>
2. Comply with relevant data security laws, privacy laws, and Board policies; and
3. Refrain from incorporating AI work in the production of any proprietary content or material.

**REPORTING**

The Director of Schools shall submit a report to the Tennessee Department of Education by July 1<sup>st</sup> each year on how this policy will be enforced for the upcoming school year.

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**Legal References:**

1. HB 1630; T.C.A. § 49-2-203(a).
2. T.C.A. § 49-5-1001.

Approved as to Legal Form  
By Knox County Law Director 8/23/2024  
/Gary T. Dupler/Deputy Law Director

<u>Section:</u>  <b>Instructional Goals and Objectives</b>	<b>Knox County Board of Education Policy</b>		
	<b>District Website</b>	Descriptor Code:	Issued:
		<b>I-221</b>	<b>12/98</b>
		Reviewed:	Revised:
		<b>8/23</b>	<b>10/23</b>

Knox County Schools operates and maintains a website for the purpose of serving as a resource for students, staff, parents and community members. Every school should have a web page housed on the district website.

The district website and individual school pages are valuable communication tools that provide users access to the latest news and announcements, and important dates and information, and access to password protected portals.

All information must accurately reflect the mission, goals, policies, and activities of the district. The Director of Schools has the authority to require changes if the quality or propriety of appearance or content is called into question. Website content should be created to provide one of the following:

1. Curriculum and instruction support – Provide relevant resources for students, parents, and staff in the district;
2. Public information -- Communicate information about the district and schools to students, staff, parents, community and others; and

The Director of Schools shall develop administrative procedures for the development of web pages including content, quality and consistency standards and shall designate an individual(s) to be responsible for maintaining and monitoring the website activity. A school principal shall make such designation for individual school pages. All web pages shall comply with Section 504 and include an e-mail address and phone number for a designated department contact.

The Director of Schools and school principal, respectively, are ultimately responsible for the accuracy and appropriateness of information made available on the website and school pages, and any concerns should be directed to those individuals. If the concern is not resolved, persons who wish to file a formal complaint shall submit a written request for reconsideration.

Web sites developed under contract for the school district or within the scope of employment by district employees are the property of the school district.

All material on the site is copyrighted unless otherwise indicated.

Legal Reference:

1. 20 U.S.C. § 1232 G(a)(5)(A)(B).

Approved as to Legal Form  
By Knox County Law Director 8/21/2023  
/Gary T. Dupler/Deputy Law Director

<b>Section I:</b>  <b>Instructional Goals and Objectives</b>	<b>Knox County Board of Education Policy</b>		
	<b>Internet Safety</b>	Descriptor Code:	Issued:
		<b>I-222</b>	<b>11/08</b>
		Reviewed:	Revised:
		<b>9/24</b>	<b>10/24</b>

The Knox County Schools provides access to the Internet as an instructional resource and to accomplish the Board's mission. The Board understands that staff and students need reasonable access to various information formats and believes it incumbent upon the staff and students to use this privilege in an appropriate and responsible manner. The Knox County Schools Internet Safety and Acceptable Use Policy is intended to prevent unauthorized access and unlawful activities by users online, prevent unauthorized disclosure of or access to sensitive information, and to comply with the Children's Internet Protection Act (CIPA). This policy applies to all Knox County Schools (KCS) students and employees, as well as volunteers, interns and contractor personnel, whose access to, or use of, Internet and/or e-mail services is provided by the Knox County Schools.

## **CIPA COMPLIANCE**

The Director of Schools, or their designee, will develop and maintain procedures for the appropriate use of the Internet by staff and students. Internet safety measures will include:

- A. Controls for access to inappropriate matter by minors on the Internet and the World Wide Web;
- B. Provide a safe and secure environment for minors when using electronic mail, chat rooms, and other forms of direct electronic communications;
- C. Prevention of unauthorized access, including "hacking" and other unlawful activities online;
- D. Prevent the unauthorized disclosure, use and dissemination of personal information of minors;
- E. Use of technology to block or filter Internet access to material that is obscene or harmful to minors; and
- F. Monitor the online activities of minors.

## **STUDENT INTERNET SAFETY**

Students will receive instruction in the safe and responsible use of the Internet as a part of any instruction using devices that provide access to the Internet. Internet Safety instruction for students will include but not be limited to appropriate online behavior, interaction with others while using social networking websites or chat rooms, and awareness of the impact and consequences of cyber-bullying.

Students must abide by all laws, the Acceptable Use Policy, and all district security policies when using the district network.

If creation of a social media account is necessary for instruction, students must have parental consent upon creation of the account.<sup>3</sup>

## **EXPECTATIONS AND ACCEPTABLE USE OF INTERNET<sup>1</sup>**

The Guidelines for Acceptable Use of Electronic Media (KCS Publication MC-108) apply to all Knox County Schools students and employees as well as volunteers, interns and contractor personnel, whose

access to, or use of, Internet, devices, and/or online software services, including e-mail, is provided by or through Knox County Schools.

- A. All users shall act in a responsible, ethical, and lawful manner when using the school district's resources.
- B. Users observing any illegal activities shall report these activities to the appropriate school district administrator.
- C. Staff members who supervise students, control electronic equipment, or otherwise have occasion to observe student use of said equipment online shall monitor the use of this equipment to assure that it conforms to the mission and goals of the Knox County School District.
  - Parents/legal guardians wishing to deny independent access to electronic media involving district technological resources may do so by returning a signed right of refusal form supplied by the school. This document shall be kept on file as a legal, binding document. (In order to modify or rescind the agreement, the user's parent/legal guardian must provide the Principal with a written request.)
- D. Employees shall sign Acceptable Use of Electronic Media Agreement (KCS Publication MC-108). Even without signature, all users shall follow this policy and report any misuse of the network or Internet to a teacher, supervisor, or other appropriate District personnel.

#### **UNACCEPTABLE USES OF THE COMPUTER NETWORK OR INTERNET**

The District reserves the right to take immediate action regarding activities on its network or device that (1) create security and/or safety issues for the District, students, employees, schools, network, or computer resources, or (2) other activities as determined by the District as inappropriate. The following are examples of inappropriate activity on the District network:

- A. Violating any state, federal, or municipal ordinance, such as: accessing or transmitting pornography of any kind, obscene depictions, harmful materials, materials that encourage others to violate the law, confidential information, or copyrighted materials
- B. Criminal activities that can be punished under law
- C. Selling or purchasing illegal items or substances
- D. Causing harm to others, damage to property, or interruption of services such as:
  - 1. Using profane, abusive language; threatening, harassing, or making damaging or false statements about others or accessing, transmitting, or downloading offensive, harassing, or disparaging materials
  - 2. Deleting, copying, modifying, or forging other users' names, emails, files, or data; impersonating other users, or sending anonymous email;
  - 3. Damaging computer equipment, files, data, or the network in any way, including intentionally accessing, transmitting, or downloading computer viruses or other harmful files or programs, or disrupting any computer system performance;

4. Using any computer or other electronic device to pursue “hacking”, internal or external to the District, or attempting to access information protected by privacy laws;

E. Using the network, device or Internet for Commercial purposes, such as:

1. Using the network or device for personal financial gain
2. Using the network or device for personal advertising, promotion, or
3. Conducting for-profit business activities and/or engaging in non-government related fundraising or public relations activities such as solicitation for religious purposes, lobbying for personal political purposes.

## **INTERNET FILTERING**

The District will use technology protection measures on all district networks and student devices to block or filter the access of material that is obscene, pornographic, and harmful to minors. The District reserves the right to monitor users’ online activities and to access, review, copy, and store or delete any electronic communication or files and disclose them to others as it deems necessary. Users should have no expectation of privacy regarding their use of District property, network and/or Internet access or files, including e-mail.

The categories of material considered inappropriate and to which access will be blocked will include, but not be limited to nudity/pornography; images or descriptions of sexual acts; promotion of violence, illegal use of weapons, drug use, discrimination, or participation in hate groups; instructions for performing criminal acts, copyright infringement, and online gambling.

The Director of Schools or the Director’s designee will consider requests from users who wish to use a blocked site for bona fide research or other lawful purposes. This permission will be granted for a specific period of time and internet activity will be logged and reported to the Chief Technology Officer, or their designee, during this period.

## **PENALTIES FOR IMPROPER USE**

Any violation of District technology resources or violation of this policy by students may lead to disciplinary and/or legal action including, but not limited to, suspension or expulsion.

Any violation of District technology resources or violation of this policy by staff may lead to reprimand, suspension, dismissal from District employment, or criminal prosecution by government authorities.

Any violation of access to pornography, obscenity, and/or age- or audience-inappropriate material by a provider of digital or online resources contracting with Knox County Schools is to be reported to the school principal and the district Information Technology Department to investigate the alleged violation and take action as appropriate.<sup>2</sup>

## **PARENTAL RESOURCES**

Parents and students will be given access to materials to raise awareness of the potential dangers posed by Internet use and manners in which the Internet may be used safely.



Parents of students in the Knox County School District shall also be provided with the following documents:

1. Refusal of Access to Electronic Media (for Students) (MC-107).
2. Guidelines for Acceptable Use of Electronic Media (MC-108).

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Legal References:

1. T.C.A. § 49-1-221(a).
2. T.C.A. § 49-1-221(c).
3. T.C.A. § 47-18-5701, et seq.

Approved as to Legal Form  
By Knox County Law Department 8/16/2024  
*/Gary T. Dupler/Deputy Law Director*

<u>Section I:</u>  <b>Instructional Goals and Objectives</b>	<b>Knox County Board of Education Policy</b>		
	<b>Use of Copyrighted Materials</b>	Descriptor Code:	Issued:
		<b>I-231</b>	<b>7/95</b>
		Reviewed:	Revised:
		<b>8/23</b>	<b>10/23</b>

All employees shall adhere to the provisions of the United States Code regarding the copying, distribution, and/or use of copyrighted materials. Any other use requires written permission from the holder of the copyright.

The Director of Schools or his or her designee shall establish specific procedures regarding the use of copyrighted materials in educational settings.

Approved as to Legal Form  
By Knox County Law Department 8/21/2023  
/Gary T. Dupler/Deputy Law Director

<u>Section I:</u>  <b>Instructional Goals and Objectives</b>	<b>Knox County Board of Education Policy</b>		
	<b>School Libraries</b>	Descriptor Code:	Issued:
		<b>I-241</b>	<b>7/95</b>
		Reviewed:	Revised:
		<b>6/24</b>	<b>7/24</b>

## **SCHOOL LIBRARY SERVICES**

School library services shall be provided for all Knox County Schools in order to support the overall educational program, as described in Board Policy I-100 "Instructional Goals and Objectives"

Each school shall have a library which meets requirements from the State of Tennessee and the guidance of the American Association of School Librarians.<sup>1</sup>

Individual schools or classrooms may choose to provide classroom libraries in addition to their school library. Classroom libraries are subject to the same legal and policy requirements as school libraries.

## **SCHOOL LIBRARY COLLECTION**

School libraries are the responsibility of the school library media specialist, and classroom library collections are the responsibility of the teacher. Both school library and classroom library collections are maintained in cooperation with teachers, students, parents, and administrators.

Materials in the collection are selected in accordance with Board Policy I-211 "Selection of Instructional Materials Other than Textbooks," in compliance with the Age-Appropriate Materials Act. A collection maintenance cycle is to be carried out each school year. Collection maintenance should include the following processes: Needs Assessment, Selection and Acquisition, Access, and Evaluation. In addition to the materials collected and maintained for each school site, some materials and products will be provided at the district level for stakeholders to share.

## **AGE-APPROPRIATE MATERIALS ACT<sup>2</sup>**

Any material meeting the following definitions must be excluded from Knox County Schools' library collections as not appropriate for the age or maturity level of students. Excluded materials are those that in whole or in part contain nudity, or descriptions or depictions of sexual excitement, sexual conduct, excess violence, or sadomasochistic abuse, as those terms are defined in T.C.A. § 39-17-901. Materials that are patently offensive, or those that appeal to the prurient interest, as those terms are defined in T.C.A. § 39-17-901,<sup>3</sup> must also be excluded.

"Library collection" means the materials made available to students by a school operated by an LEA or by a public charter school but does not include materials made available to students as part of a course curriculum.

"Materials" means books, periodicals, newspapers, manuscripts, films, prints, documents, microfilm, discs, cassettes, videotapes, videogames, applications, and subscription content in any form.

1. Knox County Schools shall maintain a current list of the materials in the school's library collection. The list must be posted on the school's website.
2. Knox County Schools is adopting this policy for developing and reviewing school library collections. The policy includes the following included under Administrative Procedures:
  - a. A procedure for the development of a library collection at each school that is appropriate for the age and maturity levels of the students who may access the materials, and that is suitable for, and consistent with, the educational mission of the school;
  - b. A procedure for school leaders, central office staff, and the Board of Education to receive and evaluate feedback from a student, a student's parent or legal guardian, or a school employee regarding one (1) or more of the materials in the library collection of the student's or employee's school;
  - c. A procedure for committees to periodically review the library collection at each school to ensure that the school's library collection contains materials appropriate for the age and maturity levels of the students who may access the materials, and that is suitable for, and consistent with, the educational mission of the school.
3. In the event of concerns about a material contained in the school's library collection, that material will be reviewed in accordance with Board Policy I-212 "Reconsideration of Instructional Materials and Textbooks." If Knox County Schools determines that the material is not appropriate for the age and maturity levels of the students who may access the materials, or is not suitable for, or consistent with, the educational mission of the school, then the school shall remove the material from the library collection.
4. The procedures adopted pursuant to this Policy are not the exclusive means to remove material from a school's library collection, and do not preclude the Board of Education and the Director of Schools from developing or implementing other policies, practices, or procedures for the removal of materials from a library collection.<sup>2</sup>

## **GIFTS**

Any acceptance of gifts to the library should be in compliance with Board Policy D-130 "Donations, Gifts, and Bequests."

## **STUDENT FINES**

Students who destroy or damage any item in the library collection must be responsible for the actual cost of replacing or repairing such materials or equipment<sup>4</sup>, in accordance with Board Policy J-270 "Care of School Property." All fines for repair or replacement should be in compliance with Board Policy J-560 "Student Fees and Fines." Fines must not be assessed in a way that creates a barrier to students' access to the materials and services necessary for learning.

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Legal References:

1. TRR/MS 0520-01-02-07.
2. T.C.A. § 49-6-3803.
3. T.C.A. § 39-17-901.
4. T.C.A. § 37-10-101, T.C.A. § 37-10-102.

Approved as to Legal Form  
By Knox County Law Director 7/1/2024  
*/Gary T. Dupler/Deputy Law Director*

<b>Section I:</b>  <b>Instructional Goals and Objectives</b>	<b>Knox County Board of Education Policy</b>		
	<b>Descriptor Term:</b>  <b>Community Instructional Resources</b>	<b>Descriptor Code:</b> <b>I-242</b>	<b>Issued:</b> <b>7/95</b>
		<b>Reviewed:</b> <b>8/23</b>	<b>Revised:</b> <b>10/23</b>

## USE OF COMMUNITY RESOURCE PERSONS

The Board recognizes the value of community resource persons and agencies in the educational program and authorizes the use of such persons with approval of the principal and the Director of Schools' office.

## PATRIOTIC SOCIETIES

The principal of each school shall allow representatives of a patriotic society the opportunity to speak with students during school hours to inform the students of how the patriotic society may further a student's educational interest and civic involvement to better their schools, communities, and themselves.

A "patriotic society" means a group or organization listed in Title 36 of the United States Code that is a youth membership organization with an educational purpose that aligns with the curriculum standards and promotes civic involvement.

A patriotic society shall be given only one (1) day at the beginning of each academic school year, as approved by the principal, for the society to speak to the students at the school for no more than ten (10) minutes.

A patriotic society shall provide verbal or written notice to the principal of the society's intent to speak to the students. The principal shall provide verbal or written approval of the specific day and time for the society to address the students. Members of the society attending the event shall sign a Volunteer Confidentiality Form and submit to a background check per Knox County Board of Education Policy I-260.

### Legal References:

1. T.C.A. § 49-6-305.
2. 36 U.S.C. Part B.

Approved as to Legal Form  
By Knox County Law Director 8/21/2023  
/Gary T. Dupler/Deputy Law Director

<u>Section I:</u>  <b>Instructional Goals and Objectives</b>	<b>Knox County Board of Education Policy</b>		
	Descriptor Term:  <b>Off-Campus Trips</b>	Descriptor Code:	Issued:
		<b>I-250</b>	<b>7/95</b>
		Reviewed:	Revised:
		<b>8/23</b>	<b>11/21</b>

The Board recognizes that student off-campus trips are sometimes justified for the purpose of achieving the established educational goals of the school system. To safeguard the Board, its employees, and students in matters of liability, all off-campus trips must be approved in advance by the Director of Schools. Approval shall be contingent upon evidence that the trip is justified and planned according to the provisions in this policy.

All field trips must receive prior approval from the school principal before being forwarded to the Director of Schools. It is the responsibility of the principal to recommend field trips for approval ten (10) school days prior to the proposed date.

### **JUSTIFICATION**

Personnel arranging or approving a trip should have evidence that the experience will enhance the achievement of established program objectives, and that the anticipated educational benefits of the trip will justify the financial costs and the impact upon other school programs.

It is the responsibility of the principal to approve field trips only after the educational justification and plans for any students not attending have been determined.

### **APPROVAL**

Written prior approval is required for all off-campus trips, both curricular and extra-curricular. Approval must be obtained regardless of day of the week or time of day, and regardless of whether the event originates in a school, in the central office, or in an outside agency. The approval procedure for regular trips differs from the procedure for special trips, as described hereafter.

- Regular trips**, made on a scheduled basis and integral to the ongoing operation of an authorized program, receive blanket approval of the Director of Schools and Board when program guidelines, budgets, and schedules are approved. Examples of regular trips are the travel of interscholastic athletic teams on an approved schedule and the transporting of vocational classes to training sites on a routine basis. Requests for approval of such guidelines, budgets and schedules will be made by program administrators by letter or forms specified for the program involved.
- Special trips** include one-time trips and any others not receiving blanket approval as regular trips as described in item #1. Requests for approval of special trips must utilize the official **Off-Campus Trip Approval** form. Channels for approval will include the principal, the appropriate supervisor, the Director of Schools. Special trips may not be scheduled during school hours within the final five (5) days of the school year.

Public announcements regarding planned field trips or receipt of field trip monies are not to be initiated with students until the principal has been notified by the appropriate Central Office supervisor authorizing the field trip request.

## PLANNING

Advanced provisions must be made for safety and educational factors, including but not necessarily limited to the following items:

1. written permission of parents
2. the safety of participants
3. adult supervision
4. activities for achieving definite educational objectives
5. student orientation and follow-up critique
6. transportation
7. financial obligations
8. instruction and supervision of students not taking the trip

Requests for approval of field trips must be submitted to the principal on a Field Trip Request Form accompanied by a Field Trip Risk Assessment Form.

## OUT-OF-COUNTY FIELD TRIPS

Requests for out-of-county field trips must include required forms for field trips, including the **Field Trip Risk Assessment Form**. Out-of-County and Out-of-State field trips require the appropriate supervisor's approval and must be submitted in a timely manner for this to occur before any financial commitments are made.

## PARENT/LEGAL GUARDIAN CONSENT

Prior to a scheduled field trip, it will be the responsibility of the supervising teacher to have signed parent/legal guardian permission forms on file for all participating students in the school office along with the name of the teacher supervising the trip. The departure time and return time must be clearly stated on the permission form and conveyed to students, parents, and school administration.

## STUDENT PARTICIPATION/FEE WAIVER REQUESTS/SPECIAL ACCOMMODATIONS

A student with an approved fee waiver who is eligible to participate in a regular field trip may not be excluded due to inability to pay his/her portion of the trip. Accommodations for students with disabilities shall be provided (i.e., special assistance, transportation, accessibility at site).

## SUPERVISION

A certificated Knox County Schools employee must accompany students on any approved trip. Any violations of school rules and/or district policies shall be reported to the principal. Adult-to-student ratios may vary but must be adequate for the field trip activity and the number and age of the students. Teachers who accompany students on field trips may request a substitute if: a) they will be away from school a major portion of the day and/or b) the majority of their students will remain at school.

Non-certificated chaperones shall be 21 years of age or older. The certificated district employee will provide the chaperones with specific information regarding their responsibilities. Chaperones shall be responsible for the continuous monitoring of student activities. Knox County personnel and chaperones shall not consume alcoholic beverages, smoke, or use illegal substances while accompanying and supervising students on field trips. Supervisors/chaperones will model the same behavior as expected on school property.



- Student roll call will be taken before leaving school and again before departing the visitation site. If any student is missing or injured, the student's parent/legal guardian will be contacted immediately. One district employee will remain until the absent student or his/her parent/legal guardian arrives at the site.
- When trips are scheduled to return after regular school hours, a certificated district employee must supervise students after returning to campus. No students are to be left at the school unsupervised.
- In the event a student is not picked up within one (1) hour of the scheduled arrival time, the supervising teacher will do the following:
  - Telephone the parent/legal guardian and stay with the student until the student's transportation arrives.
  - If the parent/legal guardian cannot be contacted and all other resources are exhausted, the police department may be called to assist.
  - In the event of unforeseen circumstances of a significant delay in return time, the supervising teacher **must** contact the appropriate administrator immediately.

## **STUDENT FOREIGN TRAVEL/STUDY PROGRAMS**

Knox County Schools will not approve foreign travel. Any student or teacher who takes part in foreign travel or foreign study will do so of their own accord through an outside agency.

Students who participate in a foreign travel/study program do so as an enrichment activity. KCS will not award credit for foreign travel or study programs.

## **FOOD AND BEVERAGE PROVISIONS/MANDATED LUNCH PROGRAM**

All students eligible for a free or reduced-price lunch must be provided with a lunch when on a field trip that occurs during the regular lunch period. School cafeteria managers shall be notified in advance if a specific number of students will be participating on a field trip during the regular lunch period.

## **FINANCIAL ACCOUNTABILITY**

The cost of the field trip will be a factor in the decision to approve the field trip. A statement of projected costs and fees to be charged for admission, transportation, etc. must be included in the field trip request.

Field trip expenses incurred by adult sponsors/chaperones should be included in determining the overall cost for the field trip; however, no profits shall be realized in excess of the cost of the trip.

Collection logs, payments, and receipts must be maintained in accordance with internal school uniform accounting procedures.

## **TRANSPORTATION**

Parents shall assume responsibility for providing transportation for the children on off-campus trips unless transportation is specifically arranged by the school. When the school arranges transportation, it must utilize state-inspected school buses or commercial carriers except when the number of students does not warrant the expense, in which cases privately-owned vehicles may be used. When students pay the cost of a bus, a commercial carrier, or a privately-owned vehicle arranged by the school, the rate shall be

1 negotiated by the owner and the principal. Regardless of who arranges the transportation – parent or  
2 school – liability coverage is the responsibility of owners and drivers, as the Board does not provide  
3 liability coverage except for Knox County-owned vehicles.  
4

5 When school buses are used, principals are encouraged to use the buses which normally serve within the  
6 high school attendance zone involved, subject to cost and satisfactory service considerations. Bus rules  
7 must be obeyed. If any items are to be taken on the bus, they must be safely secured. The rear door must  
8 be clear at all times. The bus owner and/or the driver are responsible for enforcing this policy. The safety  
9 of the students while on the bus is a joint responsibility of the professional staff, the chaperones and the  
10 bus driver. The bus driver's primary responsibility is for providing a safe transportation method for  
11 students during the field trip. Once the students are off the bus, their conduct becomes the responsibility  
12 of the professional staff and chaperones. Off-campus trips to an out-of-county location or to a location  
13 that is greater than thirty (30) miles one way, whichever is the greater distance, shall have no more than  
14 two persons per seat for middle and high school students and three persons per seat for grades  
15 kindergarten through five.  
16

#### 17 **LEASING OR RENTAL OF VEHICLES**

18

19 Employees are not authorized to lease or rent any vehicle to transport students without prior authorization  
20 from the Director of Schools. Procurement procedures determined by the Knox County  
21 Purchasing Department shall be followed when school funds are used to pay for an approved leave or  
22 rental of a vehicle.  
23

#### 24 **DRIVER DESIGNATION**

25

26 Service providers shall submit in writing to the Transportation Department and building level  
27 administrator, or designee, the driver's name and driver identification number for all services originating  
28 at the building level.  
29

30 When the school arranges for private cars to be used, the employee arranging the trip must inform drivers  
31 of their personal liability prior to listing their names on the approval form. Knox County Schools  
32 discourages students from driving to field trip events; however, in unique circumstances (as deemed by  
33 the principal), students may drive if they hold an Intermediate Unrestricted License or a Regular Driver's  
34 License. If other students ride with a student, the student driver must have the following on file: a regular  
35 driver's license, proof of insurance, and a written parental permission to transport other students. Students  
36 who ride with another student must have written parental permission, including contact information.  
37

38 Parents who transport students on field trips must provide proof of insurance to the principal. A copy of  
39 such must be on file in the principal's office.  
40

#### 41 **USAGE OF VANS**

42

43 Vehicles designed to transport more than ten (10) passengers, including the driver, shall meet school bus  
44 structural standards. Van type vehicles shall not be used for transporting students for instructional off-  
45 campus trips, athletic events, and other school approved functions.  
46  
47  
48  
49  
50

**LIABILITY**

The Knox County Board of Education does not endorse, support, or assume liability in any way for any staff member who takes students on field trips not approved by the Board, the Director of Schools, and/or the principal.

**PUBLIC LAW 93-113, SECTION 504**

Under this federal law, no student may be deprived of an off-campus trip on the basis of handicap. The principal approving the trip shall ascertain that the appropriate accommodations have been made.

**NON-DISTRICT SPONSORED/BOARD-APPROVED STUDENT TRIPS**

Activities sponsored by non-Knox County Schools organizations, which recruit Knox County Schools students, and/or teachers to participate are neither approved nor endorsed by Knox County Schools.

- Teachers and school officials are prohibited from using their position to enlist students for a non-approved activity. Teacher and school officials are prohibited from soliciting student participation or collecting student payments during school hours for non-approved activities.
- A teacher's communication with students and/or parents regarding unofficial field trips must be independent of the school and of the teacher's employment. A teacher may not utilize the time, facilities, equipment or supplies of the district to communicate with students and/or parents regarding unofficial field trips, unless he or she follows Use-of-Facilities procedures.
- Field trips organized by individual teachers must clearly be identified as non-school sponsored activities to avoid district liability.

Approved as to Legal Form  
By Knox County Law Director 9/22/2021  
/Gary T. Dupler/Deputy Law Director

<u>Section I:</u>  <b>Instructional Goals and Objectives</b>	<b>Knox County Board of Education Policy</b>		
	<b>School Volunteers</b>	Descriptor Code:	Issued:
		<b>I-260</b>	<b>7/95</b>
		Reviewed:	Revised:
		<b>8/23</b>	<b>10/23</b>

The Knox County Board of Education welcomes the assistance of volunteers in supporting a high-quality educational experience for students in our school system. The Board recognizes that school volunteers can enhance student learning and achievement in a variety of ways. We gratefully acknowledge that the involvement of volunteers, coupled with other family and community engagement activities, can be critical to our success in effectively educating every child in the Knox County Schools. The Board appreciates the willingness of committed and qualified individuals to serve in our schools as volunteers, and this policy seeks to define the parameters for productive, educationally beneficial, and safe volunteerism in our schools.

The Board endorses a volunteer program in the schools<sup>1</sup> and encourages principals to welcome volunteers in their school to augment and assist the school staff in providing an excellent education for all students. Each school is expected to have a volunteer coordinator that maintains an accurate and up-to-date volunteer database.

For the purposes of this document, a volunteer is defined as an individual not paid by the Knox County Schools (KCS) who spends time in direct contact with either an individual or group of students at any time on school grounds or who may provide time free of charge to support school related activities.

All volunteers must be approved by the principal or his or her designee and shall serve under the supervision or direction of the professional personnel of the school to which they are assigned. Volunteers may assist Knox County Schools' staff in the execution of their teaching and administrative duties, but school staff members retain the responsibility for the appropriate conduct of all activities. Volunteers may not provide instruction unless under the immediate oversight of a certified teacher. The primary instructional role of volunteers should be to reinforce skills taught by the professional staff.

School principals will approve tasks and activities for volunteers, which may be offered by teachers or other staff at the school level, that are student and age-appropriate. Volunteers should receive orientation or training for the specific tasks they will be asked to perform.

To protect the KCS students and staff, the Knox County Schools reserves to right to collect certain information about volunteers who may potentially be in contact with students. Volunteers must submit to a background check and/or provide information about themselves.<sup>2</sup> The Director of Schools will establish a procedure that delineates the type of background information that is collected for specific volunteer activities.

Volunteers working within the Knox County Schools are expected to sign a Volunteer Confidentiality Form and adhere to the following standards of conduct:

- Volunteers shall treat all students equally regardless of gender, race, religion, or culture and refrain from any comments that can be construed as racist, sexist, or harassing.

- Disciplinary issues should immediately be referred to the student's teacher.
- Should a student disclose to a volunteer instances of brutality, neglect, physical or sexual abuse or intent to harm himself or herself, the volunteer must report that to the school principal or teacher immediately.<sup>3</sup>
- Volunteers may not be in the possession of or under the influence of alcohol or illegal substances.<sup>4</sup>
- Volunteers will respect all statutory and regulatory requirements concerning student privacy and will not share any student information to which they may be exposed in the course of their duties.

The Board of Education may, at its discretion, defend and/or indemnify volunteers against loss, damage, or claims, depending upon the facts and circumstances of each instance. Volunteers shall at all times cooperate with the Board of Education's investigation and defense of any such loss, damage, or claim. The Board may withdraw its indemnification or defense if the volunteer does not cooperate or continue in such cooperation.

Volunteers serve at the pleasure of the Knox County Schools. The Director of Schools or any school principal may decline the services or continued service of any volunteer at any time.

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Legal Reference:

1. T.C.A. § 49-6-7001.
2. T.C.A. § 49-5-406 & 413.
3. T.C.A. § 37-1-403 & 605.
4. T.C.A. § 39-17-432, 715.

Approved as to Legal Form  
By Knox County Law Director 8/21/2023  
/Gary T. Dupler/Deputy Law Director

Section I:  <b>Instructional Goals and Objectives</b>	<b>Knox County Board of Education Policy</b>		
	Descriptor Term:	Descriptor Code:	Issued:
	<b>Family and Community Engagement</b>	<b>I-270</b>	<b>7/95</b>
		Reviewed:	Revised:
		<b>8/23</b>	<b>8/17</b>

## GENERAL EXPECTATIONS FOR ALL SCHOOLS

The Knox County Board of Education understands the value and importance of, and encourages the highest level of, engagement by parents and families at the school and the system level. The Knox County School System (KCS) is governed by the statutory definition of parent and family involvement as cited in the Every Student Succeeds Act (ESSA). Under that act, a school system is required to develop a parent and family engagement policy, which is to be incorporated into the district's plan, establishing KCS' expectations and objectives for meaningful parent and family involvement. The plan is to describe how KCS will:

- A. Involve parents and family members in jointly developing the district's plan and the development of support and improvement plans;
- B. Provide the coordination, technical assistance, and other support necessary to assist and build the capacity of KCS schools in planning and implementing effective parent and family involvement activities to improve student academic achievement and school performance, which may include meaningful consultation with employers, business leaders, philanthropic organizations, or individuals with expertise in effectively engaging parents and family members in education;
- C. Coordinate and integrate parent and family engagement strategies, to the extent feasible and appropriate, with other relevant federal, state and local laws and programs;
- D. Conduct with the meaningful involvement of parents and family members, an annual evaluation of the content and effectiveness of the parent and family engagement policy in improving the academic quality of KCS schools, including identifying:
  - Barriers to greater participation of parents, with particular attention to parents who are economically disadvantaged, disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background;
  - The needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers; and
  - Strategies to support successful school and family interactions;
- E. Use the findings of such evaluation to design evidence-based strategies for more effective parental involvement, and to revise, if necessary, the parent and family engagement policies described in this section;
- F. Involve parents in the activities of schools, which may include the establishment of a parent advisory board comprised of a sufficient number and representative group of parents or family members served by KCS to adequately meet the needs of the populations served for the purposes of developing, revising, and reviewing the parent and family engagement policy; and
- G. Incorporate elements of Tennessee Department of Education 2013-2014 Parent Involvement Standards (results of 2009 TN Senate Bill No 293):

- **Standard One: Welcoming All Families into the School Community.** Families are active participants in the life of the school, and feel welcomed, valued, and connected to each other, to school staff, and to what students are learning and doing in class.
- **Standard Two: Communicating.** Families and school staff engage in regular, meaningful communication about student learning.
- **Standard Three: Supporting Student Success.** Families and school staff continuously work together to support students' learning and healthy development both at home and at school, and have regular opportunities to strengthen their knowledge and skills to do so effectively.
- **Standard Four: Speaking Up for Every Child.** Families are informed and enabled to be advocates for their own and other children, to ensure that students are treated fairly and have access to learning opportunities that will support their success.
- **Standard Five: Sharing Power.** Families and school staff are equal partners with equal representation in decisions that affect students and families and together inform, influence, and create policies, practices, and programs.
- **Standard Six: Collaborating with Community.** Families and school staff work together with community members to connect students, families, and staff to expanded learning opportunities, community services, and civic participation.

KCS and its individual schools, to the extent practicable, shall provide opportunities for the informed participation of parents and family members (including parents and family members who have limited English proficiency, parents and family members with disabilities and parents and family members of migratory children), including providing information and school reports in a format and, to the extent practicable, in a language such parents understand.

## TITLE I SCHOOLS

Parents and family members of children receiving Title I services shall be involved in the decisions regarding how Title I funds reserved for parent and family engagement are allotted for parental involvement activities. These funds shall be used to carry out activities and strategies consistent with KCS' parent and family engagement policy, including not less than one of the following:

- A. Supporting schools and nonprofit organizations in providing professional development for district and school personnel regarding parent and family engagement strategies, which may be provided jointly to teachers, principals, other school leaders, specialized instructional support personnel, paraprofessionals, early childhood educators, and parents and family members.
- B. Supporting programs that reach parents and family members at home, in the community, and at school.
- C. Disseminating information on best practices focused on parent and family engagement, especially best practices for increasing the engagement of economically disadvantaged parents and family members.
- D. Collaborating, or providing sub-grants to schools to enable such schools to collaborate, with community-based or other organizations or employers with a record of success in improving and increasing parent and family engagement.
- E. Engaging in any other activities and strategies that KCS determines are appropriate and consistent with its parent and family engagement policy.

Each Title I school shall jointly develop with, and distribute to, parents and family members of participating children a written parent and family engagement policy, agreed on by such parents, that shall describe the means for carrying out the requirements of subsections C-G listed above. Parents shall be notified of the policy in an understandable and uniform format and, to the extent practicable, provided in a language the parents can understand. Such policy shall be made available to the local community and updated periodically to meet the changing needs of parents and the school.

Each Title I school shall:

- A. Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under this part and to explain the requirements of this part, and the right of the parents to be involved;
- B. Offer a flexible number of meetings, such as meetings in the morning or evening, and may provide, with funds provided under this part, transportation, child care, or home visits, as such services relate to parental involvement;
- C. Involve parents, in an organized, ongoing and timely way, in the planning, review, and improvement of Title I programs, including the school parent and family engagement policy and the joint development of the school-wide program plan;
- D. Provide parents of participating children:
  - Timely information about programs,
  - A description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the achievement levels of the challenging State academic standards, and
  - If requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible.
- E. Jointly develop with parents a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve Tennessee's high standards. The compact shall:
  - Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served to meet the challenging State academic standards, and the ways in which each parent will be responsible for supporting their children's learning, volunteering in their child's classroom, and participating, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time, and
  - Address the importance of communication between teachers and parents on an ongoing basis through, at a minimum – parent-teacher conferences, children's progress reports, reasonable access to staff, opportunities to volunteer and participate in child's class and observation of classroom activities, and ensuring regular two-way, meaningful communication between family members and school staff, and to the extent practicable, in a language that family members can understand.



<b>Instructional Goals and Objectives</b>	<b>Knox County Board of Education Policy</b>		
	<b>Federal Programs</b>	Descriptor Code:	Issued:
		<b>I-280</b>	<b>7/95</b>
		Reviewed:	Revised:
		<b>8/23</b>	<b>8/17</b>

Under the Every Student Succeeds Act (ESSA), which is the latest reauthorization of the Elementary and Secondary Education Act of 1965, Congress provides funding for a number of basic educational programs for states and districts to implement. To receive these federal funds, KCS agreements to comply with the law and these requirements, which are as follows:

### **Title I, Part A – Improving Basic Programs Operated by State and Districts**

The purpose of this title is to provide all children significant opportunity to receive a fair, equitable, and high-quality education, and to close educational achievement gaps.<sup>1</sup>

#### **Section 1006 – District Plans**

KCS shall submit an annual district plan to the Tennessee Department of Education (TDOE) that is developed with timely and meaningful consultation with teachers, principals, other school leaders, paraprofessionals, administrators, specialized instructional support personnel, charter school leaders (if applicable), and with parents of children in Title I schools, and coordinated with other programs including but not limited to the Individuals with Disabilities Education Act (IDEA), Carl D. Perkins Career & Technical Education Act, McKinney-Vento Homeless Assistance Act and Head Start Act. KCS shall also monitor student progress to ensure that students are meeting the challenging Tennessee academic standards.<sup>2</sup>

#### **Section 1007 – Eligible School Attendance Areas**

KCS shall annually rank and serve, without regard to grade spans, all eligible schools in which the concentration of children from low-income families exceeds 75% from highest to lowest according to the percentage of children from low-income families. KCS may choose to serve below the 75% threshold and up to 40% schoolwide threshold at the recommendation of the Superintendent. Poverty will be determined by a common metric for all schools (i.e. direct certification).<sup>3</sup>

#### **Section 1008 – School-Wide Programs**

Eligible schools that are above the 40% poverty threshold are deemed a school wide program, in which funds may be used for all students attending specific Title I schools. Participating Title I schools shall implement this program only to supplement the amount of funds that would, in the absence of funds under Title I, be made available from non-Federal sources for the school, including funds needed to provide services that are required by law for children with disabilities and English learners.

Participating schools shall submit an annual comprehensive school plan to TDOE that is developed with the involvement of teachers, principals, other school leaders, paraprofessionals, administrators, specialized instructional support personnel, other school staff, students (if a secondary school) and other individuals as determined by the school. The school plan will be based on a comprehensive needs assessment of the entire school that accounts for academic achievement of children in relation to the challenging Tennessee academic standards especially the needs of children who are failing or are at-risk of failing to meet these academic standards and any other factors as determined by KCS.<sup>4</sup>

### Section 1010 – Parent and Family Engagement

KCS and each Title I school shall jointly develop with, agree on with, and distribute to, parents and family members a written parent and family engagement policy. Such programs, activities, and procedures shall be planned and implemented with meaningful consultation with parents of participating children. One percent (1%) of Title I funds will be set aside for this purpose with at least 90% of this allocated back to participating Title I schools.

Parents shall be notified of the policy in an understandable and uniform format and, to the extent practicable, provided in a language the parents can understand. Such policy shall be made available to the local community and updated periodically to meet the changing needs of parents and the school.

Please refer to Policy I-270 Parent and Family Engagement for additional details.<sup>5</sup>

### Section 1011 – Participation of Children Enrolled in Private Schools

After timely and meaningful consultation with appropriate private school officials, KCS shall provide equitable services for children who are zoned in an eligible Title I school and enrolled in a private elementary and/or secondary school that chooses to participate in Title I-Part A program. Services are targeted toward students who are identified as academically at-risk of meeting challenging Tennessee academic standards. The proportional share of funds shall be determined based on the total amount of funds received by KCS under this part prior to any allowable expenditures or transfers by the local educational agency.<sup>6</sup>

### Section 1102 – Supplement, Not Supplant

To receive funding under Title I-Part A, KCS shall meet three fiscal requirements:

1. Maintenance of Effort – district maintains current spending levels based on prior year's spending levels.
2. Supplement, Not Supplant – district shall use Federal funds received under Title I-Part A only to supplement the funds that would, in the absence of such Federal funds, be made available from state and local sources for the education of students participating in programs assisted under this part, and not to supplant such funds. To demonstrate compliance, KCS shall demonstrate that the methodology used to allocate state and local funds to each school receiving assistance under this part ensures that such school receives all of the state and local funds it would otherwise receive if it were not receiving assistance under this part.
3. Comparability – district demonstrates comparable services between Title I schools and non-Title I schools using state and local funds.<sup>7</sup>

### **Title I, Part D, Subpart 2 – Prevention and Intervention Programs for Children and Youth who are Neglected, Delinquent or At-Risk**

The purpose of this subpart is to support the operation of KCS programs that involve collaboration with locally operated correctional facilities –

- to carry out high quality education programs to prepare children and youth for secondary school completion, training, employment, or further education;
- to provide activities to facilitate the transition of such children and youth from the correctional program to further education or employment; and
- to operate programs in local schools for children and youth returning from correctional facilities, and programs which may serve at-risk children and youth.<sup>8</sup>

After timely and meaningful consultation with appropriate correctional facilities officials, KCS shall submit an application to TDOE outlining budgets and use of funds. Funds may be used for:

1. programs that serve children and youth returning to local schools from correctional facilities, to assist in the transition of such children and youth to the school environment and help them remain in school in order to complete their education;
2. dropout prevention programs which serve at-risk children and youth;
3. the coordination of health and social services for such individuals if there is a likelihood that the provision of such services, including day care, drug and alcohol counseling, and mental health services, will improve the likelihood such individuals will complete their education;
4. special programs to meet the unique academic needs of participating children and youth, including career and technical education, special education, career counseling, curriculum-based youth entrepreneurship education, and assistance in securing student loans or grants for postsecondary education;
5. programs providing mentoring and peer mediation;
6. pay for success initiatives.<sup>9</sup>

## **Title II, Part A – Preparing, Training, and Recruiting High-Quality Teachers, Principals, or Other School Leaders**

The purpose of this title is to provide grants to State educational agencies and subgrants to districts to—

- increase student achievement consistent with the challenging TN academic standards;
- improve the quality and effectiveness of teachers, principals, and other school leaders;
- increase the number of teachers, principals, and other school leaders who are effective in improving student academic achievement in schools; and
- provide low-income and minority students greater access to effective teachers, principals, and other school leaders.<sup>10</sup>

### **Section 2102 – Subgrant to KCS**

KCS shall submit an annual district plan to TDOE that is developed with timely and meaningful consultation with teachers, principals, other school leaders, paraprofessionals, specialized instructional support personnel, charter school leaders (if applicable), parents, and community partners, and coordinated with other related strategies, programs and activities.<sup>11</sup>

### **Section 2103 – Local Use of Funds**

KCS shall address the learning needs of all students including children with disabilities, English learners, and gifted & talented students. Allowable activities include but are not limited to:

- Rigorous, transparent & fair evaluation & support system.
- Assist in recruiting, hiring & retaining effective teachers particularly in low-income schools with higher percentage of ineffective teachers and/or students not meeting academic standards.
- Recruiting qualified individuals to become teachers, principals or other school leaders.
- Reducing class size to a level that is evidenced based.
- Provide high-quality personalized professional development.
- Carrying out in-service training.<sup>12</sup>

## **Title III – Language Instruction for English Learners and Immigrant Students**

The purpose of this title is in:

- Developing and implementing new language instruction educational programs and academic content instructional programs for English learners and immigrant children and youth, including early childhood education programs, elementary school programs, and secondary school programs.
- Carrying out highly focused, innovative, locally designed activities to expand or enhance existing

language instruction educational programs and academic content instructional programs for English learners and immigrant children and youth.

- Implementing, within an individual school, schoolwide programs for restructuring, reforming, and upgrading all relevant programs, activities, and operations relating to language instruction educational programs and academic content instruction for English learners and immigrant children and youth.
- Implementing, within the entire jurisdiction of a local educational agency, agency-wide programs for restructuring, reforming, and upgrading all relevant programs, activities, and operations relating to language instruction educational programs and academic content instruction for English learners and immigrant children and youth.

KCS shall submit an annual district plan to the Tennessee Department of Education. Allowable activities include but are not limited to:

- Increase the English language proficiency of English learners by providing effective language instruction educational programs that meet the needs of English learners and demonstrate success.
- Provide effective professional development to classroom teachers (including teachers in classroom settings that are not the settings of language instruction educational programs), principals and other school leaders, administrators.
- Provide and implement other effective activities and strategies that enhance or supplement language instruction educational programs for English learners.

Federal funds made available under this subpart shall be used so as to supplement the level of federal, state, and local public funds that, in the absence of such availability, would have been expended for programs for English learners and immigrant children and youth and in no case to supplant such federal, state, and local public funds.<sup>13</sup>

Reference: <https://www.law.cornell.edu/uscode/text/20/chapter-70> Title 20, Chapter 70, subchapter I, IIA, III.

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Legal References:

1. 20 U.S. Code § 6301.
2. 20 U.S. Code § 6312.
3. 20 U.S. Code § 6313.
4. 20 U.S. Code § 6314.
5. 20 U.S. Code § 6318.
6. 20 U.S. Code § 6320.
7. 20 U.S. Code § 6321.
8. 20 U.S. Code § 6451.
9. 20 U.S. Code § 6454.
10. 20 U.S. Code § 6601.
11. 20 U.S. Code § 6612.
12. 20 U.S. Code § 6613.
13. 20 U.S. Code § 6825.

Approved as to Legal Form 7/26/2017

By Knox County Law Director

/Gary T. Dupler/Deputy Law Director

<b>Section I:</b>  <b>Instructional Goals and Objectives</b>	<b>Knox County Board of Education Policy</b>		
	<b>ESL Program Policy</b>	Descriptor Term:	Descriptor Code:
			<b>I-290</b>
		Issued:	<b>2/06</b>
		Reviewed:	<b>8/23</b>
		Revised:	<b>10/23</b>

The English as a Second Language (ESL) Program Policy is designed to set minimum standards for Tennessee school districts in providing services to non-English language background (NELB) students who are also limited English proficient (LEP). These students are referred to as English Language Learners (ELLs).

Schools are required to provide specialized programs for LEP students to comply with Title VI of the Civil Rights Act of 1964 and T.C.A. 4-21-90.

### **ANTI-DISCRIMINATION POLICIES AND PRACTICES**

To comply with Title VI of the Civil Rights Act of 1964, T.C.A. 4-21-90, and the Equal Educational Opportunities Act of 1974, KCS must have anti-discriminatory policies which preclude denial of equal education opportunities to individuals based on race, color, or national origin. To comply with anti-discriminatory policies, district practices must not result in the inappropriate placement of ELLs in or exclusion from special opportunity programs or activities based on English language proficiency or national origin.

### **IDENTIFICATION OF ENGLISH LANGUAGE LEARNERS**

To comply with the ESL program policy, KCS must identify ELLs by following these two steps:

**STEP 1:** KCS shall administer the Home Language Survey to all students in the district. The Home Language Survey consists of three questions that will be asked of every parent/legal guardian enrolling his/her child in the school district. These questions are:

1. What is the first language your child learned to speak?
2. What language does your child speak most often outside of school?
3. What language do people usually speak in your child's home?

If the answer to any of the above questions is a language other than English, the child will be classified Non-English Language Background (NELB) and assessed for English proficiency.

**STEP 2:** Unless an NELB student has documentation from a previous district of meeting the definition of Fluent English Proficient (FEP), school districts assess all NELB students with the state approved English language proficiency test to determine whether they are limited English proficient (LEP). All NELB students who are determined to be LEP must be identified as ELL and must receive ESL services through an allowable service delivery model.

### **PARENTAL NOTIFICATION AND RIGHTS**

School districts shall communicate information to all parents in the language that the parent can understand, to the extent practicable. Parents of English Language Learners must be informed of their

right to refuse placement of their children in ESL programs. Parents must also be advised of studies related to emergent English Language Learners.

### **SERVICE DELIVERY MODELS**

An alternative language program for ELLs, known as English as a Second Language, is defined in Tennessee Rules and Regulations as "English instruction especially designed for speakers of other languages" [Rule 0520-1-3-.056. a. 1 and 2 ii.]. An ESL program may be provided through various service delivery models including but not limited to: ESL pull-out programs, ESL cluster centers to which students are transported from their zone schools, resource centers/ESL laboratories, structured immersion classes, or scheduled ESL class periods, and push-in models for content-based ESL. All EIs will be provided with an ILP with growth trajectories. The Department of Education must approve other models based on the available evidence of their effectiveness. All models must be research validated and address how academic deficits that are the result of students' limited English proficiency will be remediated.

An endorsed ESL teacher must provide direct daily services, or the equivalent, to beginning and intermediate level ELLs using the state approved ESL curriculum. Transitional ELL students are at the advanced level and may be mainstreamed in the regular classroom without direct service. The district must monitor students' progress for two years after they have exited from ESL services. If students are not successful in the regular curriculum without direct service, the district must design a support program that provides them with the necessary skills.

All teachers who serve EIs, including EIs whose legal guardians have waived direct ESL services, shall be trained annually on Tennessee (WIDA) English language development standards.

At the high school level, districts shall use appropriate course codes for all ESL course work. Two ESL credits may be counted toward the four English credits required for graduation. Additional ESL courses shall be counted as elective credits. It is recommended that ELL students achieve the intermediate level on the English language proficiency test before taking a regular English course.

### **STAFFING RATIOS**

Appropriate staffing of ESL programs is based on two criteria. First, districts will provide adequate ESL faculty to implement the chosen service delivery model effectively, as documented by the progress in English language proficiency and academic content of their ESL students. Second, districts will adequately staff their ESL programs to meet all compliance requirements, including but not limited to, communication to parents, identification of English language learners, and monitoring of transitional ELLs.

To meet the two criteria of effective and compliant ESL programs, districts shall implement ESL programs based on the following staffing ratio standards:

- ESL class sizes shall not exceed state mandated grade level class size requirements; and
- The district-wide ESL program staffing ratio shall be based on an average of no more than 35 identified ELL students per full-time ESL endorsed teacher unless an alternate staffing ratio is approved by the Department of Education.

Districts seeking approval for an alternate district-wide staffing ratio shall provide the following information annually to the Department of Education:

- The number of ELLs;
- The proficiency levels of ELLs;
- The most recent adequate yearly progress determinations for the ELL subgroup in reading/language arts and mathematics;
- The proposed staffing ratio that will be used in place of the recommended 35 to 1 ratio; and,
- The justification for the alternate staffing ratio.

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Legal References:

1. Title VI - Civil Rights Act of 1964.
2. T.C.A. § 4-21-901.
3. TRR 0520-1-3-.056.a.1 & 2ii.
4. Tennessee State Board of Education Policy 3.207.

Approved as to Legal Form  
By Knox County Law Department 8/21/2023  
/Gary T. Dupler/Deputy Law Director

<u>Section I:</u>  <b>Instructional Goals and Objectives</b>	<b>Knox County Board of Education Policy</b>		
	Descriptor Term:  <b>Reporting Student Progress</b>	Descriptor Code:	Issued:
		<b>I-310</b>	<b>7/95</b>
		Reviewed:	Revised:
		<b>8/23</b>	<b>12/22</b>

Progress reports shall be sent to parents at regular intervals throughout the school year. Progress report grades denote academic progress and are not cumulative final grades. However, grades included in progress reports may be used to determine school-level student awards or honors. Criteria for school-level awards and honors will be communicated to students and parents.

Within each grade band (PK-5, 6-8, 9-12), reporting forms shall use the same symbols for every reporting period.

In grades six and above, the minimum standard for a passing mark shall be 60%.

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Legal References:

1. TRR/MS 0520-1-3-.05(3)(a); T.C.A. § 49-6-901.
2. T.C.A. § 49-6-7002; T.C.A. § 49-6-3004.
3. Public Law 101-36; U.S.C. § 12101.
4. T.C.A. § 49-2-203(b)(7).

Approved as to Legal Form  
By Knox County Law Director 11/29/2022  
/Gary T. Dupler/Deputy Law Director



<b>Section I:</b>  <b>Instructional Goals and Objectives</b>	<b>Knox County Board of Education Policy</b>		
	Descriptor Term:	Descriptor Code:	Issued:
	<b>Authorization for a Grade Change</b>	<b>I-311</b>	<b>10/08</b>
		Reviewed: <b>8/23</b>	Revised:

Only the teacher of record is authorized to initiate a grade change. The teacher must provide documentation and the rationale for the grade change. Such information must be signed by the teacher and submitted to the principal. The principal must approve or deny the request for the grade change and will sign-off giving approval for the requested change. The documented grade change shall be filed in the student's cumulative record. If the grade has previously been entered onto the student's cumulative record, the teacher and the principal will initial the grade after the change has been made.

An administrative change in a teacher's grade shall not be made without prior consultation with the teacher of record. The teacher may request that the decision of the principal or the results of the consultation be reviewed by the director of elementary, middle and high as appropriate.

In the event that the teacher is unavailable and/or unable to provide grades, the principal shall make the final decision regarding the grade change using existing documentation and a rationale for the change.

No school counselor or other teachers may initiate or approve a change in grades.

<b>Section I:</b>  <b>Instructional Goals and Objectives</b>	<b>Knox County Board of Education Policy</b>		
	<b>Homework</b>	Descriptor Code:	Issued:
		<b>I-320</b>	<b>7/95</b>
		Reviewed:	Revised:
		<b>8/23</b>	<b>10/23</b>

Any homework shall be assigned to reinforce and strengthen content currently being studied or content previously taught. It shall be designed as a focused learning experience with the intended purpose of meeting a learning goal. Teachers shall consider the following factors when assigning homework:

- The grade level of the student.
- Level and degree of difficulty of the subject being studied.
- The maturity level of the student.
- The instructional needs of the student.
- The purpose of the assignment and its relation to the objectives of the course under study.
- The length of the assignment and the amount of time that will be required to complete it.
- Homework demands being made in other subject areas.

The following are acceptable reasons for assigning homework:

- Increase in procedural fluency, used for improving students' abilities to apply these skills in more complex problem solving.
- Application of the learning concept from the current day or previous learning in a contextualized manner.
- Deepening understanding of a concept—providing students time to read further, elaborate on a new idea and expand their understanding.
- Preparation for the following day's learning, such as an advance organizer or cue to increase readiness for new information.

Students should be given timely feedback upon completion of homework assignments. Homework must never be given for punishment.

Approved as to Legal Form  
By Knox County Law Director 8/21/2023  
/Gary T. Dupler/Deputy Law Director

<b>Section I:</b>  <b>Instructional Goals and Objectives</b>	<b>Knox County Board of Education Policy</b>		
	<b>Senior Classification</b>	Descriptor Term:	Descriptor Code:
			<b>I-330</b>
		Issued:	<b>7/95</b>
		Reviewed:	<b>5/25</b>
		Revised:	<b>7/25</b>

## SENIOR CLASSIFICATION

Students will be classified as seniors who, at the beginning of the school year, have completed six (6) terms. Those not meeting graduation requirements will be retained at the end of the 8th term.

The Valedictorian and Salutatorian at each high school shall have earned the highest and next highest grade-point averages using Knox County's equalization formula. This formula prevents any student from either gaining an advantage or being penalized for the number of high school courses completed. This formula prorates the regular courses in such a way that the number of credits completed is equivalent for all students competing for the Valedictorian and Salutatorian positions. This formula considers all course weighting and bonus points for Advanced Placement (AP), Cambridge International, International Baccalaureate (IB), Dual Enrollment, Statewide Dual Credit, National Industry Certification and Honors courses in its calculation. All grades included on the high school transcript shall be used in this calculation.<sup>1</sup>

To become Valedictorian or Salutatorian, a student must be enrolled in a Knox County school at the beginning of the tenth (10th) grade year and attend through the twelfth (12th) grade.

If there is a tie through the hundredth (100th) of a point for a valedictorian, all students qualifying should be named. Senior classification beyond the positions of Valedictorian and Salutatorian will be reported in deciles, such as "upper 10%."

Identification of the Valedictorian, Salutatorian and the top 10% for each class, shall be calculated using the grades from the seventh semester (fall semester of a student's senior year).

The Director of Schools shall create an administrative procedure to determine senior classification using the equalization formula which will include the Dual Enrollment, Statewide Dual Credit, AP, industry certifications and IB course evaluations.

Beginning with the graduating class of 2030, KCS will no longer identify valedictorians or salutatorians. Instead, KCS will recognize the achievement of graduating seniors at each Knox County high school who have excelled academically using a Latin Honors System. Graduating seniors may earn one of two honors based upon their GPAs using the following classifications:

<b>Recognition Level</b>	<b><u>Qualification</u></b>
Summa Cum Laude  (with highest distinction)	Top 5% of students in the graduating class of each KCS high school, based upon grade point average calculation using the Knox County Equalization Formula.

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2	Magna Cum Laude	Top 10% of students in the graduating class of
3		each KCS high school, based upon grade point
4	(with great honor)	average calculation, using the Knox County
5		Equalization Formula.
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46	Cross Reference:	
47		• Knox County Board of Education Policy I-341 Uniform Grading Policy.
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<u>Section I:</u>  <b>Instructional Goals and Objectives</b>	<b>Knox County Board of Education Policy</b>		
	<b>Promotion, Retention, Acceleration</b>	Descriptor Code:	Issued:
		<b>I-340</b>	<b>7/95</b>
		Reviewed:	Revised:
		<b>9/24</b>	<b>10/24</b>

Promotion, retention, or acceleration shall be considered on the basis of what is best for the child. The parents may appeal the decision to the principal, the Director of Schools, and the Board of Education.<sup>1</sup>

## **PROMOTION**

The academic program implemented in each school shall be designed to help students achieve the expectations of the grade-level State Board of Education approved Tennessee Academic Standards and meet the requirements for promotion to the next grade. Promotion to the next grade level shall be based on the successful completion of required academic work or demonstration of satisfactory progress in each of the relevant academic areas.<sup>2</sup>

A student in the 3<sup>rd</sup> grade shall not be promoted to the next grade level unless the student is determined to be proficient in English Language Arts (ELA) on the student's achieving a performance level rating of "met expectation" or "exceeded expectations" on the ELA portion of the student's most recent Tennessee Comprehensive Assessment Program (TCAP) test.

For the purposes of this policy, a student's most recent TCAP test is the 3<sup>rd</sup> grade spring ELA TCAP, or the 3<sup>rd</sup> grade ELA TCAP retest opportunity, whichever score is higher.

A student in 3<sup>rd</sup> grade who scores "approaching expectations" on the ELA portion of the TCAP test may be promoted to the 4<sup>th</sup> grade if the student meets the requirements of any one (1) of the following pathways:

1. Pathway 1: The student is an English language learner and has received less than two (2) full school years of ELA instruction or if it is determined that the student is not proficient in ELA based solely on a lack of English language proficiency;
2. Pathway 2: The student was previously retained in any of the grades Kindergarten through three (K-3);
3. Pathway 3: The student is retested in accordance with Department guidelines before the beginning of the next school year and scores proficient on the retest;
4. Pathway 4: The student attends a learning loss bridge camp before the beginning of the upcoming school year, maintains a 90% attendance rate at the camp, and student's performance on the post-test at the end of the learning loss bridge camp, as required under T.C.A. § 49-6-1502(4)(f), demonstrates adequate growth;
  - a. Adequate growth is defined as a student improving scores between a baseline assessment and the post-test by at least five (5) percentage points. The baseline assessment is the ELA portion of the 3<sup>rd</sup> grade spring TCAP (excluding writing), unless a student moves into the

“approaching” performance level as a result of the 3<sup>rd</sup> grade TCAP retest, in which case the baseline assessment for that student is the 3<sup>rd</sup> grade retest score. The post-test will be the Department of Education-developed, standards-aligned assessment administered at the conclusion of summer camps.

- b. A student is eligible for this adequate growth promotion pathway if the student scores “approaching” on either the 3<sup>rd</sup> grade spring TCAP or on the ELA portion of the 3<sup>rd</sup> grade TCAP retest opportunity.
5. Pathway 5: The student receives high-dosage, low-ratio tutoring for the entirety of the upcoming school year from a Tennessee accelerating literacy and learning corps (TN ALL Corps) tutor. “High-dosage, low-ratio tutoring” means a minimum of two (2) thirty (3) minute sessions per week with a one to three (1:3) teachers to student ratio. TN ALL Corps tutoring may be provided through the following options:
    - a. A tutor recruited and trained through the Department’s TN ALL Corps grant program; or
    - b. A district recruited tutor who has completed the Department’s TN ALL Corps training.
  6. Pathway 6: The student demonstrates proficiency in ELA standards based on the student scoring at or above the fiftieth (50<sup>th</sup>) percentile on the most recently administered state-provided benchmark assessment, if the benchmark assessment is administered to the student in a test environment, in accordance with Department guidance, and the student’s LEA or public charter school agrees to provide tutoring services to the student for the entirety of the student’s fourth (4<sup>th</sup>) grade year.
    - a. If a student is promoted to the fourth (4<sup>th</sup>) grade pursuant to this Pathway 6, then the student’s LEA or public charter school shall notify the student’s parent or guardian, in writing, of the benefits of enrolling their student in a learning loss bridge camp and encouraging the parent or guardian to do so.
    - b. As defined in State Board Rule 0520-01-03-.16, “state-provided benchmark assessment” means the Tennessee Universal Reading Screener provided by the Department.
    - c. The tutoring services provided to the student for the entirety of the student’s fourth (4<sup>th</sup>) grade year must be high-dosage, low ratio tutoring, as defined in State Board Rule 0520-01-03-.16.

The parent or legal guardian of a student achieving a performance level of “approaching” may appeal directly to the Tennessee Department of Education.<sup>5</sup>

A student who is not proficient in ELA, as determined by the student's achieving a performance level rating of “below” on the ELA portion of the student's most recent TCAP test may be promoted if the student meets the requirements of any one (1) of the following pathways:

1. Pathway 1: The student is currently receiving ELL services and has received less than 2 years of English instruction or if it is determined that the student is not proficient in ELA based solely on a lack of English language proficiency;

2. Pathway 2: The student was previously retained in any of the grades Kindergarten through three (K-3);
3. Pathway 3: The student retested in accordance with Department guidelines before the beginning of the next school year and scores proficient on the assessment;<sup>3</sup> or
4. Pathway 4: The student attends a learning loss bridge camp before the beginning of the upcoming school year, maintains a 90% attendance rate at camp, and receives high-dosage, low-ratio tutoring for the entirety of the upcoming school year from a TN ALL Corps tutor.

A student who is promoted to the 4<sup>th</sup> grade pursuant to Pathway 4 or Pathway 5 must show adequate growth on the 4<sup>th</sup> grade ELA portion of the TCAP test before the student may be promoted to the 5<sup>th</sup> grade. If the 4<sup>th</sup> grade student does not meet adequate growth, then a conference committee with the student's parent or legal guardian, ELA teacher, and principal will convene. Each category of participants in the conference committee may recommend that the student be retained in the 4<sup>th</sup> grade or promoted to the 5<sup>th</sup> grade. If it is determined that a student should be promoted to the 5<sup>th</sup> grade, then he or she must receive tutoring supports throughout the entirety of their 5<sup>th</sup> grade year.

## **APPEALS TO THE TENNESSEE DEPARTMENT OF EDUCATION**

The parent or legal guardian of a student who is identified for retention in third (3<sup>rd</sup>) grade based on the student's achieving a performance level rating of "approaching" on the ELA portion of the most recent ELA TCAP test, may appeal directly to the Tennessee Department of Education. A parent or legal guardian may provide written consent to allow a school representative to file an appeal for the student on behalf of the parent or legal guardian.

### **Ground 1 Appeal**

1. The parent or legal guardian of the student agrees they were provided notice of all requirements of a Ground 1 appeal and agrees that their student will comply with all requirements if the Commissioner's designee overturns the identification of the student as at risk for retention in 3<sup>rd</sup> grade;
2. The student scores at or above the fortieth (40<sup>th</sup>) percentile on the Tennessee Universal Reading Screener provided by the Tennessee Department of Education and administered by the district;
3. The principal of the student's school agrees to develop an academic remediation plan for the student. The academic remediation plan shall include evidenced-based strategies tailored to the student's learning needs. These evidenced-based strategies shall include at least one (1) of the following:
  - a. Adjustment to current instructional strategies or high quality instructional materials;
  - b. Additional instructional time;
  - c. Modification to the student's classroom assignment to ensure the student receives instruction from a teacher with a level of overall effectiveness of above expectations (level 4) or significantly above expectations (level 5); or
  - d. Placement of the student in a classroom with a reduced class size.

4. The student's current ELA teacher and school principal provide a unanimous recommendation that the student be promoted to the 4<sup>th</sup> grade; and
5. The student's district agrees to provide high-dosage, low-ratio tutoring services to the student for the entirety of the student's fourth (4<sup>th</sup>) grade year.

## **Ground 2 Appeal**

The parent or legal guardian of the student identified as at risk for retention in third (3<sup>rd</sup>) grade, or the school personnel authorized to file an appeal on behalf of the parent or legal guardian, documents that a catastrophic situation occurred on the third (3<sup>rd</sup>) grade ELA TCAP test date or within sixty (60) calendar days leading up to the ELA TCAP test administration that impacted the student's ability to demonstrate the student's current level of knowledge on the test. Examples of a catastrophic situation include, but are not limited to, a death in the immediate family, loss of a family home, or significant medical diagnosis.

A student shall not be retained in 4<sup>th</sup> grade more than once.

There shall be no graduation exercises at any grade level prior to graduation from high school.

## **RETENTION**

In accordance with State Board of Education policy, schools shall identify students who demonstrate difficulty in achieving the requirements for promotion to the next grade level and therefore may be considered for retention by February 1. Factors used to identify students who may be considered for retention shall, at a minimum, include:

1. The student's ability to perform at the expectations of the current grade-level standards;
2. The results of local assessments, screening, or monitoring tools;
3. State assessments, as applicable;
4. The overall academic achievement of the student;
5. The student's likelihood of success with more difficult material if promoted to the next grade;
6. The student's attendance record; and
7. The student's social and emotional maturity.

If a student is considered for retention, the school shall notify the student's parent or legal guardian within fifteen (15) calendar days of identification. The school shall develop and implement an individualized promotion plan to help the student avoid retention.

If a retention decision has been made, then the school shall develop an individualized academic remediation plan for the retained student prior to the start of the next school year. The academic remediation plan shall be developed in coordination with the student's teachers and may include input from the student's parents and other appropriate school personnel. A student shall not be retained more than one (1) time in any given grade level.

It shall be the responsibility of the principal to send the Director of Schools a list of pupils who have been retained stating pupil's name, grade, and/or subject.



## ACCELERATION

The teacher, in consultation with appropriate professional staff and parents, will make the decision for the promotion of a pupil to an upper grade.

## VOLUNTARY RETENTION

A parent or legal guardian of a student enrolled in kindergarten through two (K-2) may elect to retain the parent's or legal guardian's student in the student's current grade level if the student has a documented academic or behavioral delay (as defined by the Tennessee State Board of Education) and the parent or legal guardian believes that retention may benefit the student. If a parent or legal guardian elects to retain the parent's or legal guardian's student in the student's current grade level, subject to federal and state law regarding students with disabilities and English language learners, the school shall retain the student in the student's current grade level at the parent's or legal guardian's request. A student cannot be retained in any grade level more than once.<sup>7</sup>

## STUDENTS WITH DISABILITIES OR SUSPECTED DISABILITIES

A student in the third grade receiving a score of “approaching” or “below” on the ELA portion of the student’s most recent TCAP test may be promoted if they meet certain requirements set out in the law. This applies to students with and without disabilities. However, a student may not be retained based on their disability or suspected disability. Retention and promotion decisions must be made on a case-by-case basis and should be made in consultation with the IEP and/or 504 team to determine whether the student’s performance on the ELA TCAP was due to his/her disability. Such consultation should include but is not limited to a review of evaluation and eligibility data, input from the student’s teachers and parents, benchmark assessments, and classroom performance.

Likewise, a student may not be retained solely due to a suspected disability. If the LEA has reason to suspect a disability (e.g., the student is not making progress when provided research-based intervention, the student has been referred but not yet evaluated for special education, or parents have provided documentation of a disability), the student may not be retained if the reason for their TCAP performance may be due to the suspected disability.<sup>4</sup>

### Legal References:

1. Tennessee State Board of Education Policy 3.300.
2. T.C.A. § 49-6-3106.
3. T.C.A. § 49-6-3115.
4. T.C.A. § 49-6-1507.
5. State Board Rule 0520-01-03-.16.
6. Tennessee Department of Education, Learning Loss, Special Education FAQs for Districts and Schools, [https://www.tn.gov/content/dam/tn/education/2020-21-leg-session/Learning%20Loss\\_SPED%20FAQ.pdf](https://www.tn.gov/content/dam/tn/education/2020-21-leg-session/Learning%20Loss_SPED%20FAQ.pdf).
7. T.C.A. § 49-6-3115.

Approved as to Legal Form  
By Knox County Law Director 8/16/2024  
/Gary T. Dupler/Deputy Law Director

Section I:  <b>Instructional Goals and Objectives</b>	<b>Knox County Board of Education Policy</b>		
	<b>Uniform Grading Policy</b>	Descriptor Code:	Issued:
		<b>I-341</b>	<b>12/18</b>
		Reviewed:	Revised:
		<b>11/24</b>	<b>12/24</b>

## UNIFORM GRADING POLICY

The State Board of Education is authorized to develop a uniform grading system for students in grades 6-12 or any student completing a high school credit. Beginning in the 2022/23 school year, students in those grades shall be subject to a ten point scale instead of a seven point scale. Thus, an “A” letter grade shall correspond to a range of 90 to 100 percent. A “B” letter grade shall correspond to range of 80 to 89 percent; and so forth through the letter grades.<sup>1,2</sup> Students who complete advanced courses are eligible for additional weighting of: 1) quality points and 2) percentage points **after a student sits for the aligned culminating exam** with one exception: senior students who have registered for an AP exam by the end of the semester will be awarded the extra percentage points. If the student does not sit for the AP exam the percentage points will be revoked.

Students completing advanced academic courses will receive the following incentives:

### Quality Points

Quality points are added to the numerical quality point value corresponding to the letter grade received in the course.

- One (1) quality point shall be added to the numerical quality point value corresponding to the letter grade received in an early postsecondary course. Advanced Placement, International Baccalaureate, industry certification, Statewide Dual Credit or Dual Enrollment: A=5, B=4, C=3, D=2, F=0.
- One-half (.5) quality point shall be added to the numerical quality point value corresponding to the letter grade received for the course in an honors course: A=4.5, B=3.5, C=2.5, D=1.5, F=0.
- Assigning additional quality points above 4.0 for the courses listed above is not allowed for the purpose of determining eligibility for state lottery scholarships.

### Percentage Points

Percentage points are additional points added on to a student’s final grade after he/she sits for the culminating exam.<sup>3</sup>

- Three (3) percentage points shall be added to the grades used to calculate the semester average for an honors course.
- Four (4) percentage points shall be added to the grades used to calculate the semester average for Statewide Dual Credit Courses, Industry Certification-Aligned Courses, and Local Dual Credit Courses.

- Five (5) percentage points shall be added to the grades used to calculate the semester average for Advanced Placement, Cambridge International, College Level Exam Program (CLEP), Dual Enrollment, and International Baccalaureate Courses.

Five (5) percentage points shall be added to the grades used to calculate the semester average for dual enrollment courses taken by a student at an institution of higher education (IHE). The district will use the process below if the IHE does not assign numeric final grades.

- If the IHE does not provide a final numerical grade, the following conversion chart will be used to ensure the additional points are awarded in a consistent manner.

Letter Grade Received from IHE	Numerical Grade Conversion	KCS Grade
A+	98	100-A
A	95	100-A
A-	92	97-A
B+	88	93-A
B	85	90-A
B-	82	87-B
C+	78	83-B
C	75	80-B
C-	72	77-C
D+	68	73-C
D	65	70-C
D-	62	66-D
F	55	59-F

- If the IHE provides a final numerical grade, 5 percentage points will be added to the numerical grade for the high school transcript.
- In the event the IHE provides a final numerical grade which equals a lower KCS letter grade after adding the 5 percentage points than the IHE transcript, the higher of the two will be entered on the KCS transcript.

## TRANSCRIPTS

**The Knox County Schools District is only able to accept official transcript grades from the institution of higher education (IHE). Schools at all levels, K-12 and postsecondary, communicate grades through official transcripts whether a student is earning credit, transferring schools, or for other purposes.<sup>4</sup> Student report cards and/or other types of documents or communication cannot be applied to this Uniform Grading Policy.**

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Legal References:

1. T.C.A. § 49-6-407.
2. Tennessee State Board of Education Policy 3.301.
3. Tennessee State Board of Education, Academic and Instructional Requirements 0520-01-03.
4. See e.g. Tennessee Board of Regents Policy 2.01.00.05: Early Postsecondary Opportunities.

NOTE: This policy was suspended on May 13, 2020 for the 2019-2020 school year in response to the current state of emergency caused by the coronavirus (COVID-19) pandemic.

Approved as to Legal Form  
By Knox County Law Director 11/26/2024  
*/Gary T. Dupler/Deputy Law Director*

<b>Section I:</b>  <b>Instructional Goals and Objectives</b>	<b>Knox County Board of Education Policy</b>		
	Descriptor Term:	Descriptor Code:	Issued:
	<b>Repeating High School Courses</b>	<b>I-350</b>	<b>7/95</b>
		Reviewed:	Revised:
		<b>8/23</b>	<b>12/17</b>

With the principal's permission, students may repeat courses on a space-available basis under provisions set forth in this policy.

#### **REPEATING FAILED COURSES**

Courses previously failed may be repeated in summer school or during the regular school year.

#### **REPEATING PASSED COURSES**

Courses passed within a sequential subject may not be repeated after the student has received a passing semester grade in the next course. (For example: the student may not repeat Spanish I after receiving a passing grade in the first semester of Spanish II.)

Any teacher-led course may be repeated at the discretion of the school principal assuming there is room in the master schedule.

#### **COMPUTATION OF CREDITS AND GRADE-POINTS**

When a course is repeated, the higher of the two (2) grades shall be computed as part of the accumulated grade-point average.

<u>Section I:</u>  <b>Instructional Goals and Objectives</b>	<b>Knox County Board of Education Policy</b>		
	Descriptor Term:  <b>Credit Recovery</b>	Descriptor Code:	Issued:
		<b>I-351</b>	<b>1/17</b>
		Reviewed:	Revised:
		<b>8/23</b>	<b>10/23</b>

Credit Recovery is a course-specific, skill-based, extended learning opportunity for students who have previously been unsuccessful in mastering the content or skills required to receive course credit or earn promotion. It's primary purpose is to help students who encounter situations beyond their control (i.e. illness, death of a family member, family issues, etc.), stay in school and graduate on time.<sup>1</sup>

### **ADMISSION AND REMOVAL**

Students may be eligible for credit recovery if they meet the following criteria:

1. The student's parent or legal guardian gives written consent for the student to enroll in the proposed credit recovery course. Parents/legal guardians should be informed that not all postsecondary institutions will accept credit recovery courses for credit and that the NCAA Clearinghouse may not accept credit recovery courses for credit.
2. The student has previously taken an initial, regular section of the proposed course, received a grade of not less than fifty percent (50%), and the teacher of record for the failed course has no objection.
3. In cases where the teacher objects to the student taking a credit recovery course, a school support team shall be convened to make a final determination of the student's eligibility. The majority of the school support team should be comprised of classroom teachers who are familiar with the student's current level of academic performance.

If a student is seeking to recover credit for the first semester of a two-semester course, the student may not receive full credit for the course until the student has enrolled in and passed the second semester of the course and taken any applicable End of Course examinations.

Student progress will be evaluated at the end of each semester. Students may be removed from credit recovery if adequate progress is not being made.

Knox County Schools shall track and designate students enrolled in credit recovery courses and programs in compliance with state guidelines.

### **INSTRUCTION**

1. Credit recovery teachers of record must be endorsed and certified in any content area(s) for which they teach or otherwise facilitate credit recovery courses.
2. Credit recovery teachers of record must work closely with credit recovery facilitators on class content and instruction.
3. Credit recovery facilitators will receive training with regard to the credit recovery course organization, online instruction management, and related technology.
4. All credit recovery courses shall align with Tennessee's current academic standards for the relevant course content areas.

5. All credit recovery courses shall be able to differentiate instruction to address individual student growth needs based on diagnostic assessment or End of Course data.
6. Credit recovery content may be delivered through instructional technology.
7. Students in credit recovery programs shall:
  - a. Complete a course skill-specific diagnostic exam to determine skill-specific goals.
  - b. Meet individual skill-specific goals in a flexible timeframe as established by student need.
  - c. Master all individualized skill-specific goals as established by the diagnostic process in order to receive credit.
8. Students may earn no more than 7 credits in credit recovery courses.
9. Students may enroll in no more than 2 credit recovery courses at one time.

## END OF COURSE ASSESSMENT

The following applies for students enrolled in credit recovery courses that have a state EOC:

1. If a student has already taken the state EOC and made a grade of 65% or above, that score may be used for final calculation of the credit recovery grade.
2. If there is no EOC score on record, the student is required to take the ZZ exam which is embedded in the course.

For credit recovery courses that do not have a state EOC, students will take the mastery test embedded in the course upon completion of the course content.

## CREDIT RECOVERY GRADE CALCULATION

The grade for credit recovery courses (not the final grade for the transcript) is calculated as follows: 25% from the original grade, the EOC percent will match the percentage used for all other courses, and the remaining percentage comes from the average of the credit recovery activities and quizzes.

## TRANSCRIPT

Beginning with grades issued in the 2022-2023 school year and continuing thereafter, students passing credit recovery courses shall receive a grade of sixty percent (60%) under the state uniform grading system.<sup>1</sup> Students passing credit recovery prior to the 2022-2023 school year will show a grade of 70 percent (70%).

The student transcript shall denote that the credit was attained through credit recovery. The original failing grade may also be listed on the transcript but shall not factor into the student's GPA, in accordance with the State Board of Education's Uniform Grading Policy 3.301.<sup>1</sup>

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Legal Reference:

1. TSBE High School Policy 2.103, part VII (5).

Approved as to Legal Form  
By Knox County Law Director 8/21/2023  
/Gary T. Dupler/Deputy Law Director

<u>Section I:</u>  <b>Instructional Goals and Objectives</b>	<b>Knox County Board of Education Policy</b>		
	Descriptor Term:	Descriptor Code:	Issued:
	<b>Double Credits in English</b>	<b>I-360</b>	<b>7/95</b>
		Reviewed:	Revised:
		<b>8/23</b>	<b>6/08</b>

No more than the required four units of English may be counted toward graduation. The normal pattern of progress in English is the completion of one unit per year for the four years of high school. Exceptions to this pattern may be approved for individual students by the principal and guidance counselors provided that sufficient teachers and space are available to absorb additional students and provided further that the individual student's situation meets one of the conditions listed below.

#### **FAILURE**

The student who has failed an English course should repeat it or take an approved substitute English course at the earliest possible time. The repeat course may be taken simultaneously with another English course. Both credits may apply toward graduation.

#### **EARLY GRADUATION**

The student who has completed two units of English and who has developed a definite program for early graduation, approved in advance by the principal and guidance counselors may enroll for the third and fourth units simultaneously as part of such an individual program. Credit for both courses may apply toward graduation.

#### **ENRICHMENT**

Concurrent with the fourth required unit of English, a student may enroll in an additional English class for enrichment, provided the class is not over-crowded. Credit for the enrichment course may not count toward graduation.

#### **HARDSHIP**

The principal and guidance counselors are responsible for determining when a hardship case justifies the student's enrollment in two English courses.



<u>Section I:</u>  <b>Instructional Goals and Objectives</b>	<b>Knox County Board of Education Policy</b>		
	Descriptor Term:  <b>Graduation Requirements</b>	Descriptor Code:	Issued:
		<b>I-370</b>	<b>7/95</b>
		Reviewed:	Revised:
		<b>9/24</b>	<b>10/24</b>

Students shall fulfill all state requirements as set by the State Board of Education and earn the prescribed 28 credits required by the Knox County Schools. In instances where a student does not have the opportunity to earn the 32 credits that are available with block scheduling, the required number of credits required for graduation from the Knox County Schools will be four less than the total available, but in any event, a student must earn the state minimum requirement of 22 credits.

The pattern of courses which shall be required of all students in grades nine (9) through twelve (12) shall be in accordance with the Rules and Regulations of the State Board of Education and the Knox County Board of Education.

To earn a regular high school diploma, students must (1) earn the prescribed number of credits, (2) complete the ACT or SAT, (3) pass the Civics exam, and (4) have satisfactory records of attendance and discipline.<sup>1</sup>

In accordance with T.C.A.<sup>2</sup>, school districts must maintain a policy pertaining to the implementation of credit exams to fulfill graduation requirements for state-approved courses. It is the policy of Knox County Schools that students must be enrolled in a class to receive credit toward any of the above-listed graduation requirements.

## **STUDENTS WITH DISABILITIES**

The high school diploma will be awarded to students with disabilities who earn the specified 22 units (at minimum) of credit. A special education diploma may be awarded to students at the end of their fourth year of high school to students with disabilities who have (1) not met the requirements for a high school diploma, (2) have satisfactorily completed an individualized education program, and (3) have satisfactory records of attendance and conduct. Students who obtain the special education diploma may continue to work towards the high school diploma through the end of the school year in which they turn twenty-two (22) years old.

An occupational diploma may be awarded to students with disabilities at the end of their fourth year of high school who have (1) not met the requirements for a high school diploma, (2) have satisfactorily completed an individualized education program, (3) have satisfactory records of attendance and conduct, (4) have completed the occupational diploma Skills, Knowledge, and Experience Mastery Assessment (SKEMA) created by the Tennessee Department of Education, and (5) have completed two years of paid or non-paid work experience. The determination that an occupational diploma is the goal for a student with a disability will be made at the conclusion of the student's tenth grade year or two academic years prior to the expected graduation date. Students who obtain the occupational diploma may continue to work towards the high school diploma through the end of the school year in which they turn twenty-two years old.<sup>3</sup>

**STUDENT COURSE LOAD**

All students in grades nine (9) through twelve (12) shall be enrolled each semester in subjects that will allow them to graduate within those four (4) years. Schools may appeal hardship cases to the director of schools.

**11<sup>th</sup> GRADE ASSESSMENT**

To receive a regular high school diploma, all students enrolled in a Tennessee public school during their 11<sup>th</sup> grade year shall take either the ACT or SAT.

**UNITED STATES CIVICS TEST**

Beginning January 1, 2017, all high school students shall be given a United States civics test. Beginning August 2019, students will earn a passing score of 70% on a civics assessment of 52 questions pulled from the 100 question civics test administered by the United States Citizenship and Immigration Services to persons seeking to become naturalized citizens in order to receive a high school diploma. The LEA will provide students with the opportunity to take the test as many times as necessary. Students with Individualized Educational Plans (IEP) which determine the civics assessment to be inappropriate shall not be required to pass the civics assessment.<sup>4</sup>

**PROJECT-BASED CIVICS ASSESSMENT**

All LEAs shall implement a project-based assessment in civics at least once in grades nine through twelve.

**CAREER READINESS ASSESSMENT**

All high school seniors shall be provided the opportunity to take one or more nationally recognized career readiness assessments pursuant to the provisions in T.C.A. § 49-6-6001(a)(4)(A).<sup>1</sup>

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**Legal References:**

1. T.C.A. § 49-6-6001.
2. T.C.A. § 49-6-6017.
3. TSBE High School Policy 2.103.
4. T.C.A. § 49-6-408.

NOTE: This policy was suspended on May 13, 2020 for the 2019-2020 school year in response to the current state of emergency caused by the coronavirus (COVID-19) pandemic.

Approved as to Legal Form  
By Knox County Law Director 8/16/2024  
/Gary T. Dupler/Deputy Law Director

<b>Section I:</b>  <b>Instructional Goals and Objectives</b>	<b>Knox County Board of Education Policy</b>		
	<b>Early Graduation</b>	Descriptor Code:	Issued:
		<b>I-371</b>	<b>7/95</b>
		Reviewed:	Revised:
		<b>8/23</b>	<b>10/23</b>

Early graduation should be the result of a definite planned program, approved in advance by the principal and school counselors. The mere accumulation of credits does not, alone, justify early graduation. The credits must be earned according to a plan which, in the professional judgment of the principal and faculty, meets the student's educational needs as effectively as they would be met at regular graduation time.

In order to graduate early, the student must:

1. Submit a written request to the high school principal at the end of the junior year, signed by the student and parents;<sup>1</sup>
2. Have a meeting with the school counselor, his or her parents, and the principal or principal's designee by the end of the junior year;
3. Successfully complete all required credits by the end of the semester in which the student graduates;<sup>2</sup> and
4. Make all necessary arrangements with the high school for participation in commencement exercises, if desired and feasible.

Upon successful completion of the final semester and agreement to graduate early, the student will agree to forego all school athletics, performances, curricular activities, and extra-curricular activities except:

1. The prom, provided the student is eligible based on the individual school's expectation for prom participation.
2. Any school-sponsored senior activity connected to graduation.

#### Legal References:

1. TSBE High School Policy 2.103.
2. T.C.A. § 49-6-8303.

Approved as to Legal Form  
By Knox County Law Director 8/21/2023  
/Gary T. Dupler/Deputy Law Director

<b>Section I:</b>  <b>Instructional Goals and Objectives</b>	<b>Knox County Board of Education Policy</b>		
	Descriptor Term:	Descriptor Code:	Issued:
	<b>Commencement Ceremony</b>	<b>I-372</b>	<b>7/95</b>
		Reviewed:	Revised:
		<b>8/23</b>	<b>12/16</b>

An annual commencement ceremony shall be held at the end of the second semester of the regular school year for students who have met all high school graduation requirements since the previous annual ceremony. The purpose of the ceremony shall be to award documents of completion, consisting of the regular Diploma, the High School Certificate, and the Diploma of Specialized Education.

Participation in the annual commencement ceremony shall be limited to students who have completed all requirements for a document of completion and who have not previously accepted one of the documents. Students completing requirements in summer school will, upon request, receive the document at the time of completion. Students completing requirements and exiting the school during the academic school year may receive the document at the time of completion if, in the judgment of the principal, arrangements are feasible. However, students who accept the document prior to the annual ceremony may not participate in the ceremony.<sup>1</sup>

Students who voluntarily complete at least ten (10) hours of community service each semester while the student is in attendance at a public high school shall be recognized at the school's commencement ceremony. This recognition should be in accordance with other types of recognitions at the individual high school.<sup>2</sup>

Commencement ceremonies shall be physically accessible to all students, their parents and/or legal guardians, and other interested citizens.<sup>3</sup>

Students who do not wish to participate in the commencement ceremony shall make this known to the school principal at least five (5) days prior to the day of graduation. Non-participating students will receive their diplomas, or certificates, from the principal's office within one week following graduation ceremonies.

There shall be no sponsorship of a baccalaureate service or other graduation activity which is religious in nature by the Board or its employees, and no school funds, including paid staff time, shall be used for such activities.<sup>4</sup>

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Legal Reference:

1. T.C.A. § 49-6-405.
2. T.C.A. § 49-6-413.
3. Public Law 101-36; U.S.C. 12101.
4. *Lee v. Weisman*, 505 U.S. 577 (1992).

NOTE: This policy was suspended on May 13, 2020 for the 2019-2020 school year in response to the current state of emergency caused by the coronavirus (COVID-19) pandemic.

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 By Knox County Law Director 10/25/2016  
 /Gary T. Dupler/Deputy Law Director

<b>Section I:</b>  <b>Instructional Goals and Objectives</b>	<b>Knox County Board of Education Policy</b>		
	<b>Descriptor Term:</b>  <b>Graduating with Honors or Distinction</b>	<b>Descriptor Code:</b> <b>I-373</b>	<b>Issued:</b> <b>3/13</b>
		<b>Reviewed:</b> <b>8/23</b>	<b>Revised:</b> <b>10/23</b>

Students who meet the graduation requirements for a regular education diploma may graduate with honors or distinction by meeting the criteria established for the Tennessee diploma with honors or distinction.

## **TENNESSEE DIPLOMA WITH HONORS OR DISTINCTION**

### **HONORS**

Students who score at or above all of the subject readiness benchmarks on the ACT or equivalent score on the SAT will graduate with honors.<sup>1</sup>

### **DISTINCTION**

Students will be recognized as graduating with “distinction” by attaining a B average and completing at least one of the following:

- 1) Earn a national and/or state recognized industry certification
- 2) Participate in at least one of the Governor’s Schools
- 3) Participate in one of the state’s All State musical organizations
- 4) Be selected as a National Merit Finalist or Semi-Finalist
- 5) Attain a score of 31 or higher composite score on the ACT or SAT equivalent
- 6) Attain a score of 3 or higher on at least two Advanced Placement exams
- 7) Successfully complete the International Baccalaureate Diploma Programme
- 8) Earn 12 or more semester hours of transcribed postsecondary credit

Some of the data used to identify students as graduates with honors or distinction may not be available prior to commencement. Therefore, all students who potentially meet the requirements will become candidates for a diploma with honors or distinction and will be recognized at individual schools’ ceremonies. A final classification of all candidates will be completed once all relevant data is received.

### **TRI-STAR SCHOLAR**

Students who meet the graduation requirements for a regular education diploma will be recognized as graduating as a Tri-Star Scholar by achieving:

- 1) 19 ACT or SAT equivalent and
- 2) Capstone industry certification

Schools will recognize a student's scholar status in the graduation ceremony with a diploma credential or wearable cord with a notation on the program.<sup>2</sup>

#### **INDUSTRY 4.0 DIPLOMA DISTINCTION**

Students who are interested in pursuing a career in a high-need, high-skill industry after graduation may earn an "Industry 4.0 diploma distinction". The student's school shall include on the student's transcript the Industry 4.0 distinction if the student fulfills all Industry 4.0 distinction requirements upon graduation.

1. Each high school shall notify ninth (9th) grade and tenth (10th) grade students enrolled in the high school of the opportunity to pursue an Industry 4.0 diploma distinction no later than ten (10) days after the first day of each semester of the school year.
2. A high school student interested in receiving an Industry 4.0 diploma distinction shall before the end of their tenth (10th) grade year:
  - a. Notify the student's counselor or school principal of the student's intent to pursue an Industry 4.0 diploma distinction;
  - b. Provide the student's counselor or school principal with documentation signed by the student's parent or legal guardian indicating that the student's parent or legal guardian is aware of the requirements for the parent's or legal guardian's student to obtain an Industry 4.0 diploma distinction and consenting to the student's participation;
  - c. Register with a regional American Job Center or other career counseling or community partner approved by the student's school; and
  - d. Enroll in at least one (1) work-based learning or dual enrollment course for the student's eleventh (11th) grade year.
3. Beginning in the student's eleventh (11th) grade year, a student pursuing an Industry 4.0 diploma distinction shall meet, no less than once per month, with a career coach who has been approved to provide career coaching services by the student's school. The career coach must:
  - a. Be an American Job Center career coach, a career coach from a career counseling or community partner approved by the United States Department of Labor's regional office for the state of Tennessee, or a licensed school counselor or an educator who holds a work-based learning certificate provided by the Department of Education; and
  - b. Meet, no less than once per month during the school year, with students assigned to the career coach by the student's school principal to assist students in:
    - i. Developing the personal attributes required for success in the workforce, which include, but are not limited to, time management, networking, communication, teamwork, creative thinking, and conflict resolution;
    - ii. Applying for dual enrollment grants or other available financial aid opportunities, including, but not limited to, grants and scholarships administered by the Tennessee Student Assistance Corporation;

iii. Identifying the best combination of dual enrollment, work-based learning, and internship opportunities available to the student; and

iv. Preparing for standardized assessments such as the ACT.

4. Before the end of the student's eleventh (11th) grade year, a student pursuing an Industry 4.0 diploma distinction shall enroll in work-based learning or dual enrollment courses for the student's twelfth (12th) grade year.
5. A student receiving an Industry 4.0 diploma distinction shall successfully complete all coursework required for graduation for their diploma type.
6. A student pursuing an Industry 4.0 diploma distinction may earn at least one (1) science credit and at least one (1) math credit through course substitutions approved by the State Board, including, but not limited to, dual enrollment and work-based learning courses that are aligned to a student's chosen career path. Work-based learning course substitutions may only fulfill a student's third (3rd) credit of science and/or fourth (4th) credit of math.
7. A student receiving an Industry 4.0 diploma distinction shall earn nine (9) credits of dual enrollment or work-based learning in grades nine (9) through twelve (12), which may be satisfied by the student's successful completion of dual enrollment coursework, work-based learning experiences, on-the-job training, or other mentorships or structured educational experiences that allow the student to apply the student's knowledge and skills in a work environment to develop an understanding of workplace expectations.<sup>3</sup>

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Legal References:

1. Tennessee State Board of Education High School Policy 2.103.
2. T.C.A. § 49-6-6010.
3. T.C.A. § 49-6-420.

Approve as to Legal Form

By Knox County Law Director 8/21/2023

/Gary T. Dupler/Deputy Law Director

<b>Section I:</b>  <b>Instructional Goals and Objectives</b>	<b>Knox County Board of Education Policy</b>		
	<b>Descriptor Term:</b>  <b>Testing Programs</b>	<b>Descriptor Code:</b> <b>I-380</b>	<b>Issued:</b> <b>7/95</b>
		<b>Reviewed:</b> <b>8/23</b>	<b>Revised:</b> <b>7/17</b>

The Board shall provide for a system wide testing program which shall be periodically reviewed and evaluated. The purposes of the program shall be to:

1. Assist in promoting accountability;
2. Determine the progress of students;
3. Assess the effectiveness of the instructional program and student learning;
4. Aid in counseling and guiding students in planning future education and other endeavors;
5. Analyze the improvements needed in a given instructional area;
6. Assist in the screening of students with learning difficulties;<sup>1,2</sup>
7. Assist in placing students in intervention programs;<sup>3</sup>
8. Provide information for college entrance and placement; and
9. Provide data for educational research.

Results of all group tests shall be recorded on the students' permanent records and shall be made available to appropriate personnel in accordance with established procedures.<sup>3</sup>

**Legal References:**

1. T.C.A. § 49-10-108.
2. P.L. 94-142.
3. T.C.A. §10-7-504; 20 USC §1232(g).

Approved as to Legal Form  
By Knox County Law Department 6/19/2017  
/Gary T. Dupler/Deputy Law Director



<b>Section I:</b>  <b>Instructional Goals and Objectives</b>	<b>Knox County Board of Education Policy</b>		
	<b>Descriptor Term:</b>  <b>Integration of TCAP and EOC Scores in Student Grades</b>	<b>Descriptor Code:</b> <b>I-381</b>	<b>Issued:</b> <b>3/11</b>
		<b>Reviewed:</b> <b>8/23</b>	<b>Revised:</b> <b>2/21</b>

## **TENNESSEE COMPREHENSIVE ASSESSMENT PROGRAM**

Each local board of education shall develop a policy by which student scores on the Tennessee Comprehensive Assessment Program's achievement tests shall comprise a percentage of the student's final grade for the spring semester.

Beginning with the 2018-19 school year, Tennessee Comprehensive Assessment Program (TCAP) performance results will compose 0% of second semester (spring semester) grades in the subject areas of mathematics, reading/language arts, science and social studies for Knox County Schools Students in grades three through five.<sup>1</sup> The Tennessee Comprehensive Assessment Program (TCAP) performance results will compose 10% of second semester (spring semester) grades in the subject areas of mathematics, reading/language arts, science and social studies for Knox County Schools students in grades six through eight. Due to the COVID-19 Public Health Emergency and disruptions to regular instruction, the Tennessee General Assembly passed SB7001/HB7003.<sup>2</sup> For the 2020-21 school year only, local school boards of education have the flexibility to set a percentage between zero (0)-25% for which TCAP scores count toward students' second semester (spring semester) final grades for students in grades six through eight. For the 2020-21 school year only will count zero (0%) of a student's second semester final grade.

## **STATE END-OF-COURSE EXAMS**

High school state end-of-course (EOC) exams shall be regulated by statute and State Board Policy.<sup>3</sup> In the 2018-19 school year and beyond, the weight of EOC exams on students' final averages is 15%. Due to the COVID-19 Public Health Emergency and disruptions to regular instruction, the Tennessee State Board of Education has modified its High School Policy<sup>2</sup> for the 2020-21 school year only. Local school boards of education have the flexibility to set a percentage between zero (0)-25% for which EOCs count toward student grades. For the 2020-21 school year only State EOCs will count zero (0%) of a student's final grade.<sup>4</sup>

## **INCLUSION OF TCAP AND STATE EOC EXAM SCORES IN FINAL GRADES**

If Knox County Schools does not receive its students' scores at least five (5) instructional days before the end of the course, the district may choose not to include its students' TCAP or high school EOC exam scores in the students' final grades.

The Director of Schools shall be responsible for developing a methodology and procedure for teachers to use in numerically computing these grades.

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Legal References:

1. T.C.A. § 49-1-617.
2. SB7001/HB7003, amending T.C.A. § 49-1-617.
3. State Board Policy 2.103 High School Policy.
4. Academic Program Requirements Emergency Rule 0520-01-03.03

NOTE: This policy was suspended on May 13, 2020 for the 2019-2020 school year in response to the current state of emergency caused by the coronavirus (COVID-19) pandemic.

Approved as to Legal Form 2/10/2021  
By Knox County Law Director  
/Gary T. Dupler/Deputy Law Director

<u>Section I:</u>  <b>Instructional Goals and Objectives</b>	<b>Knox County Board of Education Policy</b>		
	Descriptor Term:  <b>Test Security</b>	Descriptor Code:	Issued:
		<b>I-383</b>	<b>7/95</b>
		Reviewed:	Revised:
		<b>8/23</b>	<b>8/17</b>

Knox County test security measures conform to Tennessee law and guidelines provided by the State Department of Education.

### **BUILDING-LEVEL TEST COORDINATORS**

Each school shall have a test coordinator who serves as a liaison with district-level personnel. He or she shall be a certificated employee, e.g., the principal, an assistant principal, a counselor, or a teacher. The test coordinator shall be responsible for (1) disseminating test information to the faculty and providing feedback to district-level personnel; (2) receiving test materials and distributing them to the faculty, collecting those materials and shipping them as instructed; (3) inventorying test materials **before** and **after** use; (4) maintaining physical security of the test booklets while they are in the school; and (5) correcting any coding or packaging errors which may be detected at the school, district, or state level.

### **DISTRIBUTION OF TEST MATERIALS**

During the time between the delivery of test materials and the actual beginning date of the test, **only** the examiners' manuals shall be distributed to examiners. Test booklets shall **not** be placed in the hands of examiners until the day the test is to be administered. An exception may be made for completing demographic information prior to the testing date, **provided** it is done in a secure setting and under the supervision of the school testing coordinator.

### **HANDLING AND STORAGE OF TEST MATERIALS**

All test materials, when not in use, shall be stored in a locked room, locked closet, or locked cabinet in a centralized location. Quantities should be verified following each daily test session. Scratch paper shall be collected and destroyed. No portion of a test booklet may be photocopied or duplicated by any process. Tests may not be reviewed, condensed, paraphrased, or rearranged.

### **EXAMINERS**

Examiners/proctors must be Knox County Schools employees or interns currently assigned to the schools using them.

Examiners/proctors may not answer student questions about test content; define terms; read aloud, except where specified in the examiners' manuals; or by any means aid students with the selection of answers. All test modifications for students with disabilities must conform to Tennessee guidelines.

Tests can either be administered in small-group individual classroom or in a cafeteria-style large-group setting.

If a test is administered in a large-group setting, one examiner/proctor shall be provided for every 25 students or fraction thereof.

If a test is administered in a classroom, then the following guidelines will determine who can serve as examiner.

#### Category I Test

A Category I Test is one in which data from it will be used to determine teacher effects (i.e. value-added gain scores).

Under no circumstances should a teacher administer a Category I Test to students he/she instructs during the instructional day. For these tests, teachers may be rotated so that no one tests students he/she teaches. If possible, the use of additional proctors is desired.

#### Category II Test

A Category II Test is a state-mandated test from which individual and school statistics will be computed, but not teacher effects.

A teacher may administer a Category II Test to students he/she instructs during the instructional day, if he/she is joined by a second person (specialist, aide, intern, administrator, etc.) who shall serve as a proctor or assistant examiner. In schools where there are too few instructional employees to staff each classroom with two persons, proctors may be rotated among two or more teachers/examiners. In such situations, principals shall utilize all available support staff so that no examiner will administer the entire TCAP test without assistance and so that proctors will be available for the maximum amount of time possible in each classroom.

#### Category III Test

A Category III Test is one in which data from it is used primarily to determine students' academic strengths and weaknesses and for student placement.

There are no restrictions on who may serve as examiner/proctor for Category III Test.

### **RETURNING TEST MATERIALS**

**ALL** used and unused test materials, including defaced, damaged, or defective tests, must be returned. Only used practice tests and scratch paper shall be destroyed at the schools. Demographic data, including student identification numbers and special program coding, shall be checked for accuracy by each educator who is responsible for administering the test. In addition, these data shall be spot checked by the school testing coordinator prior to their return to the central office.

### **HOME SCHOOL TESTING**

All testing of home school students shall be completed in accord with Tennessee law and guidelines.

**ADDRESSING SECURITY BREACH**

Whenever a security breach is alleged, appropriate authorities shall be notified as soon as possible. These shall include, but not be limited to, building and district-level testing coordinators, the school principal, and the State Department of Education. As in any disciplinary case, the subsequent investigation shall be conducted within due process guidelines. Findings will be reviewed by officials in the State Office of Accountability.

**PENALTY FOR MALFEASANCE**

In accord with the Tennessee Code Annotated (49-1-607), any employee found to have compromised the integrity of the testing process is subject to dismissal from his or her position.<sup>1</sup>

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Legal Reference:

1. T.C.A. § 49-1-607.

Approved as to Legal Form  
By Knox County Law Director 6/7/2017  
*/Gary T. Dupler/*Deputy Law Director

<b>Section I:</b>  <b>Instructional Goals and Objectives</b>	<b>Knox County Board of Education Policy</b>		
	Descriptor Term:	Descriptor Code:	Issued:
	<b>Value-Added Assessment</b>	<b>I-390</b>	<b>10/96</b>
	<b>Teacher Effect Data Access, Distribution and Security</b>	Reviewed: <b>8/23</b>	Revised: <b>4/13</b>

1. The estimates of specific teacher effects on the educational progress of students will not be a public record, and will be made available only to the specific teacher, the teacher's appropriate building administrators and central office administrators as designated by the local board of education and school board members.
2. The state department of education shall provide raw test score data to LEAs as soon as practicable after receipt of the data, but in no case later than June 30.
3. Teacher effect data shall not be retained for use in evaluations for more than the most recent five (5) years. A student must have been present for one hundred fifty (150) days of classroom instruction per year or seventy-five (75) days of classroom instruction per semester before that student's record is attributable to a specific teacher.
4. Teacher effect data will be distributed electronically via the Tennessee Value-Added Assessment System (TVAAS) website maintained by the Tennessee Department of Education. (<https://tvaas.sas.com/>)

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**Legal References:**

1. T.C.A. § 49-1-606 (a).
2. T.C.A. § 49-1-606 (b).

NOTE: This policy was suspended on May 13, 2020 for the 2019-2020 school year in response to the current state of emergency caused by the coronavirus (COVID-19) pandemic.

<u>Section I:</u>  <b>Instructional Goals and Objectives</b>	<b>Knox County Board of Education Policy</b>		
	<b>Surveys, Analysis and Evaluations</b>	Descriptor Code:	Issued:
		<b>I-400</b>	<b>2/13</b>
		Reviewed:	Revised:
		<b>8/23</b>	<b>10/23</b>

It is in the interest of the Board of Education to be abreast of changes in educational technology, results of current educational research, and innovative educational programs. Therefore, the Board welcomes the opportunity to participate in the development of innovative ideas and quality research in education<sup>1</sup>. Research and/or stand-alone surveys shall be allowed within the Knox County Schools (KCS) when the project contributes to a greater understanding of teaching-learning processes, aligns with KCS goals and is not disruptive to the regular school program.

However, it is the obligation of Board and the Knox County Schools to protect the interests and learning opportunities of students, teachers, and other stakeholders. These interests and opportunities will not be sacrificed in order to establish a setting conducive to research. To ensure this obligation is met, the Director of schools will establish a process to evaluate and approve research proposals. All proposals will be examined carefully on the basis of whether the proposal will contribute significant new and useful information to the educational program of Knox County Schools and public education as a whole.

In general, permission to conduct research may be denied when the study is deemed to:

1. interfere with instructional time, or
2. be too socially or politically sensitive, or
3. have little or no educational research value, or
4. place too great a burden on Knox County Schools personnel, or
5. use the Knox County Schools for convenience sampling, or
6. require information identifiable to a particular student, or
7. be redundant in that similar data were gathered through another recent project.

## **PARENTAL RIGHTS**

Parents shall have the right to inspect all materials that will be used in surveys, focus groups, interviews, tests or other research instruments and the proposed analyses of research and/or survey results. Written, informed, and voluntarily signed consent of a student's parent or legal guardian, or the student if the student is eighteen (18) years of age or older, before the student participates in a survey, analysis, or evaluation. This does not apply if the full survey, analysis, or evaluation is related to classroom instruction of a curriculum and the survey, analysis, or evaluation is distributed to students as a method of evaluating the effectiveness of an instructional curriculum.<sup>1</sup>

No student may, without parental consent, take part in research and/or surveys that cover or discuss:

1. Political or religious affiliations;
2. Potentially embarrassing psychological problems;
3. Sexual behavior or attitudes;
4. Anti-social or demeaning behavior;

- 1 5. Critical appraisals of family members;  
2 6. Legally privileged relationships.  
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- 43 1. T.C.A. § 49-2-211.  
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47 By Knox County Law Director 8/29/2023  
48 /Gary T. Dupler/Deputy Law Director  
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<b>Section I:</b>  <b>Instructional Goals and Objectives</b>	<b>Knox County Board of Education Policy</b>		
	<b>Program Evaluation</b>	Descriptor Term:	Descriptor Code: Issued:
			<b>I-410 7/95</b>
		Reviewed:	Revised:
		<b>8/23</b>	<b>6/08</b>

Evaluation is an integral part of the instructional program. Evaluators are concerned, first, with assessing needs so that programs can be designed to meet those needs. Once a need has been identified and a program has been designed to meet that need, evaluators examine both the product and the process, i.e., the degree to which the program objectives are being achieved, as well as the desirability and efficiency of the means used to reach the objectives.

## **DATA SOURCES**

There is an almost unlimited number of indicators that may legitimately become part of a comprehensive program evaluation. Indicators may include longitudinal studies (post-program performance on the job or at higher educational levels), student attendance, student testing, anecdotal records, structured observation, sociometric techniques, questionnaires, structured interviews, and interest inventories. The last three have to do with obtaining opinions. Opinion gathering from relevant persons is a valid evaluative technique.

## **PROFESSIONAL EDUCATORS**

Primary responsibility for program evaluation devolves upon the professional educators. This includes the administrative staff, principals, teachers, and others with special responsibilities for portions of the instructional program. Professional personnel outside the system are used in many situations. These may include university personnel, State Department of Education personnel, private consultants, and persons employed by other school systems.

## **NON-PROFESSIONAL OR LAY CITIZENRY**

Anyone with special interests and/or skills may be involved in program evaluation. Parents, students, aides, and school community groups are examples of persons that are used regularly in the evaluation process.

## **SCHOOL BOARD MEMBERS**

School Board members have final or ultimate responsibility for the operation of a sound educational program within the county. This responsibility includes the periodic review of every facet of the educational enterprise and the setting of policies which allow all programs to function.

<u>Section I:</u>  <b>Instructional Goals and Objectives</b>	<b>Knox County Board of Education Policy</b>		
	<b>Controversial Issues</b>	Descriptor Term:	Descriptor Code:
			<b>I-420</b>
		Issued:	<b>7/95</b>
		Reviewed:	<b>10/23</b>
		Revised:	<b>12/23</b>

Free discussion of controversial issues is the heart of the educative and democratic processes. Freedom of speech and free access to information are among our most cherished traditions.

The discussion of issues in the classroom shall be relevant to the subject matter being taught, related to educational objectives, appropriate for the age and maturity of students, and shall not materially or substantially disrupt the learning environment. Only through the study of political, economic, or social issues do youth develop an understanding of a democratic society, and through carefully taught conversation and argumentation skills, students develop abilities needed for citizenship in our democracy.

Teachers will use the following criteria for determining the appropriateness of certain issues for consideration as a part of the curriculum:

- (1) The treatment of the issue in question must be within the range of knowledge, maturity, and competence of the students.
- (2) There should be study materials and other learning supports available from which a reasonable amount of evidence-based information and/or data pertaining to all aspects of the issue may be obtained.
- (3) The consideration of the issue should require only as much time as is needed for satisfactory study by the class; however, sufficient time should be provided to cover the issue adequately and in accordance with the Tennessee Academic Standards.

Teachers will establish a process for discussion of controversial issues in their classrooms, and the Department of Learning and Literacy will provide training support for those teachers who need or want to develop their skills for engaging students in discussions around sensitive content.

In discussing controversial issues, the teacher should keep in mind that the classroom is a forum. The class should feel no responsibility for reaching agreement. To ensure that controversial issues are presented and discussed fairly and objectively and with instruction as their goal, the following guidelines shall be observed:

1. All personnel will seek to create an atmosphere in which differing opinions may be voiced without fear or hostility and with mutual respect for all viewpoints;
2. Educators will encourage students to withhold judgment and to avoid making conclusions until all relevant and significant facts have been assembled, critically examined, and checked for accuracy and reliability;
3. Educators will seek to develop in students a sense of responsibility for their beliefs, opinions, attitudes, and actions;

4. Educators shall place major emphasis upon “why” and “how” to think rather than “what” to think; and
5. If the subject matter being taught involves conflicting opinions, theories, or schools of thought, the teacher will ensure that differing sides of an issue are explored in order to help students develop their own critical faculties.

It is the responsibility of educators to bring out the facts where controversial questions are concerned. All personnel have the right to express personal opinions, but matters discussed in the classroom should be constrained to subjects relevant to that classroom and subjects that are within the educator’s areas of competence. All personnel shall be cautious in expressing personal views in the classroom and shall be careful not to introduce controversial matters that have no relationship to the subject being taught or any subject which the educator cannot claim authority or professional competence. If an educator does express a personal opinion after complying with this Policy, the opinion shall be qualified as personal and not authoritative.

It is recognized that citizens of the community have a right to petition/complain to the school administration when alleging that unfair and prejudiced presentations are being made by an educator. Such protests shall be registered in compliance with the procedures adopted by the Board of Education for handling complaints.

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Legal Reference:

1. T.C.A. § 49-6-1019.

Cross Reference:

- Knox County Board of Education Policy G-200 “Academic Freedoms.”

Approved as to Legal Form

By Knox County Law Director 10/16/2023

/Gary T. Dupler/Deputy Law Director

Section I:  <b>Instructional Goals and Objectives</b>	<b>Knox County Board of Education Policy</b>		
	Descriptor Term:	Descriptor Code:	Issued:
	<b>Recognition of Religious Beliefs, Customs and Holidays</b>	<b>I-430</b>	<b>7/95</b>
		Reviewed:	Revised:
		<b>8/23</b>	<b>6/08</b>

No religious belief or nonbelief shall be promoted by the school system or its employees, and none shall be belittled. All students and staff members shall be tolerant of each other's views. The school system shall use its opportunity to foster understanding and mutual respect among students and parents, whether it involves race, culture, economic background or religious beliefs. In that spirit of tolerance, students and staff members shall be excused from participating in practices which are contrary to their religious beliefs.

## **RELIGIOUS HOLIDAYS**

Observance of religious holidays<sup>1</sup> shall be as follows:

1. The several holidays throughout the year which have both a religious and a secular basis may be observed in the public schools;<sup>2</sup>
2. The historical and contemporary values and the origin of religious holidays may be explained in an unbiased and objective manner without sectarian indoctrination;
3. Music, art, literature and drama having religious themes or basis are permitted as part of the curriculum for school-sponsored activities and programs if presented in a prudent and objective manner and as a traditional part of the cultural and religious heritage of the particular holiday; and
4. The use of religious symbols that are part of a religious holiday are permitted as a teaching aid or resource, provided such symbols are displayed as an example of the cultural and religious heritage of the holiday and are temporary in nature. These holidays include Christmas, Easter, Passover, Hanukah, St. Valentine's Day, St. Patrick's Day, Thanksgiving and Halloween.

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### Legal References:

1. **Florey v. Sioux Falls**, 619 F. 2nd 1311 (1980); **Everson v. Board of Education**, 330 U.S. 1, 91 L. Ed. 711, 67 S. Ct. 504; **Committee for Public Education v. Nyquist**, 413 U.S. 756, 788 37 L. Ed, 2nd 948, 93 S. Ct. 2955, 2973 (1973); **Lemon v. Kurtzman**, 403 U.S. 602, 614, 91 S. Ct. 2105, 2112, 29 L. Ed. 2d 745 (1971).
2. T.C.A. § 49-6-3016.

<b>Section I:</b>  <b>Instructional Goals and Objectives</b>	<b>Knox County Board of Education Policy</b>		
	<b>Religion in the Curriculum</b>	Descriptor Code:	Issued:
		<b>I-431</b>	<b>7/95</b>
		Reviewed:	Revised:
		<b>8/23</b>	<b>10/23</b>

The Board affirms that it is essential that the teaching about religion—and not of a religion be conducted in a factual, objective, and respectful manner in accordance with the following:

1. The inclusion of religion shall be for educational purposes only;<sup>1</sup>
2. Music, art, literature, or drama with a religious theme or basis are permitted as part of the curriculum for school-sponsored activities and programs provided it is essential to the learning experience in the various fields of study and is presented objectively;
3. The emphasis on religious themes in the arts, literature and history shall be only as extensive as necessary for a balanced and comprehensive study of these areas. Such studies shall never foster any particular religious tenets or demean any religious beliefs; and
4. Student-initiated expressions to questions or assignments which reflect their beliefs or non-beliefs about a religious theme shall be accommodated. For example, students are free to express religious belief or non-belief in compositions, art forms, music, speech and debate.

Rights of students:<sup>1</sup>

1. Pray in a public school, vocally or silently, alone or with other students to the same extent and under the same circumstances as a student is permitted to vocally or silently reflect, meditate or speak on nonreligious matters alone or with other students in the public school;
2. Express religious viewpoints in a public school to the same extent and under the same circumstances as a student is permitted to express viewpoints on nonreligious topics or subjects in the school;
3. Speak to and attempt to share religious viewpoints with other students in a public school to the same extent and under the same circumstances as a student is permitted to speak to and attempt to share nonreligious viewpoints with other students;
4. Possess or distribute religious literature in a public school, subject to reasonable time, place and manner restrictions to the same extent and under the same circumstances as a student is permitted to possess or distribute literature on nonreligious topics or subjects in the school; and
5. Be absent, in accordance with LEA attendance policy, from a public school to observe religious holidays and participate in other religious practices to the same extent and under the same circumstances as a student is permitted to be absent from a public school for nonreligious purposes.

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Legal Reference:

1. T.C.A. § 49-6-2901.

Approved as to Legal Form  
By Knox County Law Director 8/21/2023  
*/Gary T. Dupler/Deputy Law Director*

<b>Section I:</b>  <b>Instructional Goals and Objectives</b>	<b>Knox County Board of Education Policy</b>		
	Descriptor Term:	Descriptor Code:	Issued:
	<b>Religious Expression</b>	<b>I-432</b>	<b>7/06</b>
		Reviewed:	Revised:
		<b>8/23</b>	<b>6/08</b>

Knox County Schools complies with existing state and federal law regarding religion and religious expression in public schools. Students and employees can engage in expression of personal religious views or beliefs within the parameters of current law. Knox County Schools neither advances nor inhibits religion.

Knox County Schools will take reasonable steps to protect students from religious coercion or harassment in schools promptly, equitably, and with civility. If a student or a student's parent or legal guardian believes that the student's rights with regard to personal religious beliefs have been violated, they shall state their complaint to the school principal. If their concerns are not addressed, then the student or a student's parent or legal guardian shall make a complaint in writing to the Director of Schools. It shall be the duty of the Director of Schools, within thirty (30) days of receiving the complaint, to ensure that the rights of the student are protected.<sup>1</sup>

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Legal References:

1. T.C.A. § 49-6-2904(c).

<b>Section I:</b>  <b>Instructional Goals and Objectives</b>	<b>Knox County Board of Education Policy</b>		
	<b>Prayer and Period of Silence</b>	Descriptor Term:	Descriptor Code:
		Reviewed:	Revised:
		<b>I-433</b>	<b>7/95</b>
		<b>8/23</b>	<b>6/08</b>

Public prayer shall not be allowed at any school-sponsored or school-directed activity<sup>1</sup>, but a period of silence<sup>2</sup> may be observed as determined by the principal of each school.

The principal of each school shall be responsible for calling the students to order and announcing that a moment of silence is to be observed. No other action shall be taken by a teacher other than to maintain silence for the full time.

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Legal References:

1. Lee v. Weisman.
2. T.C.A. § 49-6-1004.
3. T.C.A. § 49-6-1004 (C).



<u>Section I:</u>  <b>Instructional Goals and Objectives</b>	<b>Knox County Board of Education Policy</b>		
	Descriptor Term:  <b>Wellness Policy</b>	Descriptor Code:	Issued:
		<b>I-440</b>	<b>4/06</b>
		Reviewed:	Revised:
		<b>5/25</b>	<b>7/25</b>

The Board of Education recognizes the link between student wellness and academic achievement. In order to implement overall wellness for students, the plan below shall be followed by all schools in the district. Teachers, school health professionals, parents, administrators, and interested citizens can participate in the development of wellness policies.

## **COMMITMENT TO ENSURING A HEALTHY SCHOOL ENVIRONMENT**

Knox County Schools strives to ensure that all schools offer a healthy, safe and supportive environment for students, staff, parents and visitors. To further this goal, Knox County Schools shall implement all state and federal laws and regulations related to the development, curriculum, services, standards, staffing, and assessment of wellness programs.

All schools shall implement the CDC's Coordinated School Health (CSH) approach to managing new and existing wellness-related programs and services in schools based on State Law, State Board of Education CSH Standards and Guidelines. The district Coordinated School Health Coordinator shall be responsible for overseeing compliance with the State Board of Education CSH Standards and Guidelines in the school district.

### **I. School Health Advisory Council**

The advisory council will consist of a group of individuals representing the school and community, including parents, students, teachers, school administrators, school board members, health professionals, school food service representatives, and members of the public. The council will serve as a resource to school health committees for implementing the local wellness policy as a part of the school improvement plan. The primary responsibilities of the council include, but are not limited to:

- developing, monitoring, reviewing, and, as necessary, revising physical activity and nutrition policies;
- ensuring that all schools within KCS create and implement an action plan related to modules from the *School Health Index*;
- ensuring that the results of the action plan are annually reported to the School Health Advisory Council;
- ensuring that school level results include measures of progress on each indicator of the *School Health Index*.

KCS will consider the recommendations of the School Health Advisory Council in making any policy changes that affect the healthy learning environment.

## **II. Commitment to Nutrition**

### **A. Nutrition Standards Goals for foods and beverages sold on campus:**

Knox County Schools is committed to serving healthy meals to children, with plenty of fruits, vegetables, whole grains, and fat-free and low-fat milk; that are moderate in sodium, low in saturated fat, and have zero grams *trans*-fat per serving (nutrition label or manufacturer's specification); and to meeting the nutrition needs of school children within their calorie requirements. The school meal programs aim to improve the diet and health of school children, help mitigate childhood obesity, model healthy eating to support the development of lifelong healthy eating patterns and support healthy choices while providing options within menu offerings for cultural food preferences and accommodating special dietary needs.

Menus are written to meet or exceed current nutrition requirements established by local, state, and Federal statutes and regulations. Knox County Schools offers reimbursable school meals that meet USDA nutrition standards.

The Smart Snacks in Schools nutrition standards are developed for foods and beverages sold or offered for sale during the school day in schools that include students in grades pre-kindergarten through 12. The school day will be defined as starting at midnight before the beginning of the official school day and continuing until 30 minutes after the end of the official school day.

These standards apply to food items sold or offered for sale during the school day including but not limited to school store items, a la carte items, vending machine items, and snack bar items. The Smart Snacks in Schools nutrition standards do not apply to foods served as a federally reimbursable meal to students.

Schools may choose to conduct infrequent school-sponsored fundraisers that include the sale of foods or beverages that do not meet the Smart Snacks in Schools nutrition standards; however, these specially exempted fundraisers must not exceed the allowed number of exemptions granted by the state agency. All school principals must document the dates of their exempt fundraisers and items sold.

### **B. Foods and Beverages Provided but Not Sold to Students:**

School Nutrition and Coordinated School Health will encourage snacks offered as part of classroom celebrations, parties, and student birthdays to follow Smart Snacks in Schools nutrition standards and include fresh fruits and vegetables, whole grains, water, low-fat milk, and other foods low in fat, sugar, sodium, and caffeine.

School principals should consult with school cafeteria managers on any questions pertaining to the Smart Snacks in Schools nutrition standards.

### **C. Nutrition Education Goals**

Knox County Schools shall ensure the following: (1) Tennessee State Nutrition Standards are included in middle school health and high school wellness instruction. Nutrition education will be integrated into all areas of curriculum such as math, science, language arts, and social studies as appropriate, (2) Students will have an awareness to eat a variety of foods (i.e. fruits, grains, vegetables, lower fat food items) and be physically active, (3) Nutrition education will involve sharing information with families and the community to positively impact students and the health of the community, and (4) the District will provide information to families that promote the benefits of proper nutrition and how to provide nutritious meals for their families.

## **D. Nutrition and Student Wellness Promotion Goals**

In-school marketing for food and beverage items must only be for items meeting the Smart Snacks in Schools nutrition standards.

Activities for promoting nutrition will also include:

1. Taste test opportunities for students;
2. Student survey groups;
3. Posting nutrition and health posters in school cafeterias;
4. Access to fresh drinking water throughout the school day; and
5. Adequate time to enjoy healthy meals in a pleasant environment.

## **III. Commitment to Physical Activity**

Knox County Schools recognizes that physical activity is extremely important to the overall health of a child. Schools shall support and promote physical activity. Physical activity may include moderate to vigorous activity such as walking, jumping rope, playing volleyball, or other forms of physical activity that promote fitness and well-being.

Students in kindergarten through grade five shall receive a minimum of 40 minutes of physical activity each full day of school. Supervised physical activity should be offered daily to all elementary (K-5) school children. For elementary school, physical activity must include unstructured play outside, unless weather conditions negatively impact the reasonable execution of physical activity outside. Physical activity shall not be withheld from, nor imposed upon, a student as punishment, and should not include the following: a) time during which a student is permitted to use an electronic device; or b) time spent by a student in a physical education class; or c) time spent walking to and from class.

Students in middle and high schools shall receive 90 minutes of physical activity each full school week. For grades 6-12, physical activity may include time spent by students in a physical education class but may not include time spent walking to and from class.

## **IV. Physical Education**

Physical activity is separate and distinct from physical education. Physical Education classes shall be offered with moderate to vigorous physical activity being an integral part of the class. Students shall be encouraged by staff whenever possible to be physically active.

Elementary school students shall participate in a physical education class that meets at least two times per full school week. The total physical education class time each full school week shall be no less than 60 minutes.

## **V. Assessment of Wellness Policy**

To evaluate compliance with this policy, the Executive Director of School Nutrition and the Coordinated School Health Coordinator will develop an assessment tool. This assessment will be conducted triennially

1 and will be made available to the public. The Knox County School Health Advisory Council will also  
2 monitor progress made toward attaining policy goals.  
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42 Legal References:

- 43 1. T.C.A. § 49-6-2307.
- 44 2. Public Law 111-296.
- 45 3. State Board of Education Rule 0520-01-06-.04.
- 46 4. State Board of Education Policy 4.206.
- 47 5. T.C.A. § 49-6-1021.
- 48 6. T.C.A. § 49-6-1022.
- 49 7. 7 CFR § 210.11.

<b>Section I:</b>  <b>Instructional Goals and Objectives</b>	<b>Knox County Board of Education Policy</b>		
	<b>Descriptor Term:</b>  <b>Public Charter Schools</b>	<b>Descriptor Code:</b> <b>I-450</b>	<b>Issued:</b> <b>10/11</b>
		<b>Reviewed:</b> <b>7/23</b>	<b>Revised:</b> <b>8/23</b>

## EXPECTATIONS

The Board of Education believe high quality charter schools have the potential to be a useful structure to help effectively educate Knox County students and enhance quality public education choices for all students and their families. Charter schools are meant to serve as innovative learning centers where strong teachers and experienced administrators advance each student's achievement every day, regardless of race, color, national-origin, religion, gender, disability, proficiency in English, academic ability, social capital or family income. Every student in the Knox County Schools deserves high quality opportunities to learn, grow and achieve their full potential.

The Board's goal is to build a system of schools that provides every student with the foundation of knowledge, skills, and competencies necessary to excel in higher education, the work place and in life.

All charter schools in Knox County are expected to cultivate strong school capacity to provide high quality academic instruction addressing student performance outcomes in accordance with the Knox County Schools strategic plan.

All charter schools must employ non-selective admission criteria and ensure that students will achieve predetermined goals by the second year of operation

## CHARTER SCHOOLS APPLICATIONS

The Board shall annually solicit applications for the establishment of charter schools through a Request for Proposal Process (RFP). The RFP will be posted and maintained on the Knox County Schools website to ensure it is continuously available to prospective charter school operators.<sup>1</sup>

Applications will be entertained both for new charter schools as well as potential conversions of existing schools to charters. All applications should demonstrate substantial capacity to support the plan financially and to execute effective instruction and programs fostering teacher effectiveness.

Sixty (60) days before the application process begins pursuant to subsection (b), a prospective charter school sponsor shall submit a letter of intent to the Knox County Board of Education and to the State of Tennessee Department of Education to submit an application to operate a charter school. Applicants who fail to meet this requirement will not be eligible to submit a proposal for that cycle.<sup>2</sup> The letter of intent shall be completed on the form provided by the Department, and the sponsor shall indicate on the letter of intent the application category selected by the sponsor. The authorizer shall determine whether the sponsor has selected the correct application category within ten (10) business days of receiving the letter of intent and notify the sponsor within five (5) business days of a determination that the incorrect application category has been selected. The sponsor shall correct and resubmit the letter of intent within five (5) business days of receipt of a notice from the authorizer that the wrong application category was selected.

Applicants will be assessed a fee of \$2,500 when applications are submitted to offset costs incurred that are associated with the application and evaluation process.

All responsive proposals will be evaluated by a committee recommended by the Director of Schools and appointed by the Board of Education. The committee shall consist of individuals from the following KCS departments:

- A. Finance
- B. Operations
- C. Human Resources
- D. Research and Evaluation
- E. Curriculum and Instruction
- F. Law Office
- G. Parent Representative
- H. Community Partner
- I. Other Community Representative

## **TRADITIONAL CHARTER SCHOOLS**

Applications for new traditional charter schools must offer an innovative, compelling and evidence-based plan for a high-quality charter school, and demonstrate that the plan was collaboratively developed by a diverse and expert design team.

Applicants in this category must complete the state-mandated application as well as adhere to Board policy and deadlines for submission.

In addition to state requirements, the Board expects proposals to include or demonstrate the following:

- A. A history of proven academic success in currently operating schools or a leadership team with a record of success in increasing student academic achievement
- B. A strong and well-organized leader committed to educational reform and possessing a record of success with the proposed educational plan and student profile.
- C. An educational plan rooted in high expectations, in line with the school's stated mission, and providing a personalized learning environment for all students.
- D. A comprehensive and research-based curriculum and assessment program designed to hold all students to high-achievement goals, including those with disabilities, limited English proficiency, and specialized needs and abilities.
- E. Strategies to attract and retain energetic and highly effective teachers and staff who will actively engage in professional development opportunities and sharing research-based best practices.
- F. A strong understanding of the community that the proposed school will serve and demonstrated community support.
- G. Meaningful opportunities to involve parents and community along with a sustainable plan for maintaining strong parental and community participation in and support of the school.

- H. A strong, knowledgeable, diverse, stable, and committed board of governance or leadership team committed to best practices in school governance and financial management.
- I. A detailed and sustainable plan, including a coordinated five-year plan for growth and sustainable improvement.

## CONVERSION CHARTER SCHOOLS

Applicants interested in conversion of an existing school to a charter school, or any non-traditional charter school structure should contact the Knox County School Board Office to consult with the Charter School Review Chair before beginning the RFP process.

Proposals for conversion schools must meet all of the standards for new traditional charter school proposals. Additionally, these proposals must:

- A. clearly identify the specific school to be converted and provide detailed documentation of the need for conversion.
- B. offer clear and measurable strategies for achieving dramatic academic improvement by specifically addressing identified needs.
- C. offer evidence of community and stakeholder engagement and overwhelming stakeholder interest in converting to a charter school as delineated below.
- D. include documentation of how the interests of the Knox County Schools, the students, families, teachers, staff, school community, and broader community would be well served by a conversion to a charter school.
- E. identify the specific parameters of conversion as part of the operational and educational plan proposed.
- F. detail the transition timeline including effective communication strategies and procedures for exercising options at the family, teacher, staff, and leadership levels.

Proposals for conversion charter schools must offer substantial justification for the change, clear planning and intentionality to meet the needs of the students in the school, evidence of family and community engagement, and sensitivity to the impact of potential disruptions on the academic environment.

Conversion of existing schools to charters may be initiated through reorganization action taken by the Board of Education, or through consideration of charter petitions by 60% of faculty and/or 60% of families at the school to be potentially converted. While the Board of Education will consider application for conversion charter schools based upon the petition of 60% of the school's faculty or families, preference will be given to petitions demonstrating at least 75% support of the school's faculty or families. If the local board of education denies the application for conversion, then the decision is final and is not subject to appeal. [Public Chapter 219, Section 13(6).]

## CHARTER SCHOOL APPLICATION REVIEW

The deadline for submitting a charter application for review within a particular year is February 1<sup>st</sup>. The review committee will review all applications and submit recommendations to the Board of Education in such a manner as to facilitate an action of the Board within ninety (90) days of the submission.<sup>3</sup>

In the event the Board denies the application, the applicant will be issued a letter outlining the specific details that led to the decision to deny the application. Should the applicant decide to remedy the deficits, the applicant will have thirty (30) calendar days to submit an amended application to the Board of Education. The review committee will then have sixty (60) calendar days to review the amended application and make a recommendation based on the amended application to the Knox County Board of Education.<sup>4</sup>

Any new information inserted in the application, including appendices, will be reviewed by the Charter School Review Committee and a new KCS recommendation will be made based on the complete amended application. If the KCS Board of Education's recommendation is "amended application denied" or other final decision to deny, the applicant will have ten (10) calendar days to appeal to the State Board of Education.<sup>5</sup>

- A. The initial review will include an individual review of the application by appropriate KCS staff and community members from demographic, academic, operational, legal, and fiscal perspectives.

Once this review has occurred and individual review committee members have assigned scores based on the state rubric, the review committee will meet to determine if the application has addressed thoroughly all required areas to advance to the next KCS Charter Application review phase. This includes evidence that demonstrates the following:

1. The ability to operate a school in an educationally effective and fiscally sound manner
2. The proposal is likely to improve student learning, academic growth and achievement
3. Increased learning opportunities for all students, with special emphasis on expanded learning experiences for students who are at risk of academic failure
4. The use of innovative and effective teaching methods
5. Appropriate knowledge of educational pedagogy for the grades proposed by the schools
6. The creation of new professional learning, leadership, and collaboration opportunities for teachers, school leaders, and other school personnel
7. Parents and students are provided with expanded choices in the types of educational opportunities that are available within the Knox County Schools
8. Clear, measurable student achievement criteria with built-in accountability criteria
9. A culture of continuous learning, improvement, and excellence that will reinforce student learning, increase student academic success, and close unacceptable achievement gaps
10. Meets all criteria outlined in state law and stated requirements of the Knox County Schools



B. The second phase of the review process includes the following:

1. For proposals considered high quality and meeting all state, legal and local requirements, an interview will be scheduled with members of the proposed school's founding group, which should include the applicants, proposed governing board representatives, and other members who speak knowledgeably about the proposed academic program, organizational capacity, budget and governance structure.
2. Proposals of sufficient quality and completeness may undergo a Request for Amendment process in an attempt to resolve review committee concerns and assure compliance with all applicable laws and regulations.

Although the scoring rubric is from the State of Tennessee, the review committee will consider evidence of the following general criteria:

- A. A viable plan to meet the needs of special populations: students with disabilities, English Language Learners, and economically disadvantaged students.
- B. Increasing high school graduation rates for students at risk of not graduating
- C. A focus on middle school students' academic achievement and the transition to high school
- D. Use of high quality assessments designed to measure the learning of the critical concepts and are aligned with Tennessee State Standards and Common Core Standards
- E. Management and leadership capability to overcome initial start-up challenges and establish a fiscally viable school
- F. Increasing the acquisition, adoption and use of professional development systems that provide teachers and school leaders with the information and resources they need to inform and improve instructional practices, decision-making and overall effectiveness
- G. Use of data to make instructional decisions with an established system of communication between administration, school director and teachers
- H. Partnering with schools located in the area in which the school will locate to share best practices and innovations
- I. A well-developed plan to build and extend relationships with community partners, stakeholders, parents and the school district personnel
- J. Adherence to the Board's stated charter school priorities

In cases where the proposed school would partner with a non-profit Charter School Management Organization (CMO) or a business, community or educational partner organization, the review committee will conduct a due diligence process with the organization to ascertain the organization's structure, staffing, finances, plans for the future and the academic performance of other schools it serves that enroll similar populations of students.

The review committee and/or the KCS Director of Schools may also interview representatives of the proposed management or partner organization to discuss the responses to the questionnaire.

#### **APPROVED CHARTER SCHOOLS**

A charter school shall be operated in accordance with the Charter Agreement approved by the Board of Education. Should adjustments or amendments to the Charter Agreement be needed, the governing body may apply to the Board for any amendment to or deviation from the Charter Agreement. KCS will follow intervention steps as recommended by the Tennessee Public Charter School Commission and outlined in Administrative Procedure AP-I-450. Material deviations from the Charter Agreement may result in the revocation of the Charter Agreement by the Board.<sup>6</sup> Examples of substantial deviations may include, but are not limited to, changes to transportation or special education services, changes to the governing board, or alteration of the opening date of school, the location of the school, the targeted student population, etc. Should the Charter School substantially deviate from the charter without prior approval from the Board, the Board may revoke the Charter. See T.C.A. § 49-13-122 for further information on charter revocation.

A. **Training** - The governing body of an approved charter school is to conduct at least one annual board training course and provide documentation of such training to the Board of Education. The training course must be certified by the Tennessee Charter Schools Association.

B. **Reporting Requirements** - The Governing Body of an approved charter school shall make a written report to the Board annually between August 1 and September 1.<sup>7</sup> This reporting requirement shall begin in the year after the year in which the charter school begins operation. This annual report shall include:

1. The progress of the public charter towards achieving the goals outlined in the school's charter agreement;
2. Financial records of the public charter school, including revenues and expenditures; and
3. A detailed accounting, including amounts and sources, of all funds received by the public charter school, other than the funds received under T.C.A. § 49-13-112(a).

These funds shall include, but not be limited to, any funds received from sources under T.C.A. § 49-13-112(e).<sup>8</sup>

C. **Renewals** - Not later than April 1<sup>st</sup> of the year prior to the year in which the charter agreement expires, the governing body of a public charter school may submit a renewal application to the Board.<sup>9</sup> The Board shall make its renewal decision based on the Governing Body's annual report. The Board shall rule by resolution to approve or deny the charter school renewal application by February 1<sup>st</sup> of the year in which the charter expires. The Board may revoke or deny renewal of a public charter school agreement for:

1. a material violation of the conditions, standards or procedures set forth in the Charter;
2. a pattern of failure to meet expectations through the annual authorizer report; or
3. failure to meet generally accepted standards of fiscal management.<sup>10</sup>

D. **Waiver of Requirements** - Waivers granted by the Commissioner of Education must be presented in writing. The Director of Schools may grant waivers with regard to the Knox County Schools rules,

procedures, requirements or any other administrative regulation that applies to the Charter School. Any application for waiver that conflicts with the Charter Agreement will be denied.

1. All waiver requests shall be submitted in writing no later than sixty (60) days prior to the Charter School's intention to implement the waiver, if granted.
2. All waiver requests shall include a listing of the specific administrative regulation requested to be waived.
3. All waiver requests shall include detailed documentation of the grounds for requesting the waiver and specific evidence showing how the administrative regulation currently inhibits or hinders the proposed charter school's ability to meet its goals or comply with its mission statement.
4. All waiver requests filed with the administration shall contain information on any other waiver requests filed with the Commissioner of Education, including the status of those waiver requests.

E. The Board will annually withhold 3% of a charter school's funds or \$35,000, whichever is lesser, for the performance of the authorizing obligations and responsibilities by Knox County Schools. If, for the school year, the total amount of the authorizer fees collected by the LEA exceeds the amount used by the LEA to perform its authorizing obligations and responsibilities, the LEA shall distribute the amount remaining to its authorized charter schools. This allowance may also prevent a substantial loss if the Knox County Schools provides services, such as food service, transportation or other contracted student services, and a charter closes prior to paying for such services or obligations.

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Legal References:

- 1 See, generally, T.C.A. § 101, et seq., and specifically, T.C.A. § 49-13-107 (b).
- 2 T.C.A. § 49-13-107(a), TN Comp. R & Regs: 0520-14-01-01.
- 3 T.C.A. § 49-13-108.
- 4 T.C.A. § 49-13-108; TN Comp. R & Regs: 0520-14-01-01.
- 5 T.C.A. § 49-13-108.
- 6 T.C.A. § 49-13-122.
- 7 T.C.A. § 49-13-120.
- 8 T.C.A. § 49-13-120.
- 9 T.C.A. § 49-13-121.
- 10 T.C.A. § 49-13-122.
- 11 T.C.A. § 49-13-128

Approved as to Legal Form  
By Knox County Law Director 1/11/2023  
/Gary T. Dupler/Deputy Law Director

<b>Section J:</b>   <b>Students</b>	<b>Knox County Board of Education</b>		
	Descriptor Term:	Descriptor Code:	Issued:
	<b>Student Goals and Objectives</b>	<b>J-100</b>	<b>7/95</b>
		Reviewed:	Revised:
		<b>10/23</b>	<b>6/08</b>

In order to establish an environment conducive to learning for each student, the Board establishes the following goals:

1. To assure all students the same educational opportunities regardless of race, color, creed, religion, ethnic origin, sex or disabilities;<sup>1</sup>
2. To protect and observe the legal rights of students;
3. To enhance the self-image of all students by helping them feel respected and worthy through a learning environment which provides positive encouragement from frequent success;
4. To provide an environment of reality in which students can learn personal and civic responsibility for their actions through meaningful experiences as school citizens;
5. To deal with students in matters of discipline in a fair and constructive manner;
6. To provide for the safety, health and welfare of students; and
7. To promote faithful attendance and good work.

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Legal Reference:

1. Public Law 101-336; 42 U.S.C. §12101.

<u>Section J:</u>  <b>Students</b>	<b>Knox County Board of Education</b>		
	<b>Equal Educational Opportunities</b>	Descriptor Code:	Issued:
		<b>J-110</b>	<b>7/95</b>
		Reviewed:	Revised:
		<b>10/24</b>	<b>12/24</b>

In general, the Knox County Board of Education/Knox County Schools prohibits any form of discrimination or harassment, and promotes equal opportunities with regard to programs and activities regardless of race, color, creed, religion, national origin, sex, or disabilities.<sup>1-7</sup>

The Board of Education fully supports the rights of all students to be free from discrimination as discussed herein, and will seek to investigate and, as applicable, remedy any such discrimination within the Knox County Schools.

Students may submit complaints when they believe they have been discriminated against on any basis. Students may report anonymously, and anonymous reports will be investigated with the same level of urgency as all other reports.

#### **COORDINATOR**

The Director of Schools or the Director's designated representative (Coordinator, Ombudsman) shall be responsible for coordinating the system's efforts to comply with non-discrimination laws.

The Ombudsman/person may be contacted in person at the Knox County Schools administrative offices at 400 W. Summit Hill Drive SW, Knoxville, Tennessee 37902 or by telephone at 865-594-1192. Inquiries concerning Title IX may be referred to the Title IX Coordinator or to the United States Department of Education's Office for Civil Rights. The Title IX Coordinator may be contacted in person at the Knox County Schools administrative offices at 400 W. Summit Hill Drive SW, Knoxville, Tennessee 37902 or by telephone at 865-594-1918. Please telephone the offices before appearing in person.

#### **PROCEDURES**

All complaints may be presented to a student's teacher, and/or the building level administrator (Principal), and/or directly to the Ombudsman/person. If satisfactory resolution of the problem cannot be reached after ample opportunity for consideration of the matter, the complainant may discuss the matter with the Director of Schools. After review of the case, the Director of Schools shall take such action as the Director deems appropriate and shall notify all parties concerned of the decision. The complainant may appeal the Director's decision to the Board. The Board will hear only complaints which have been carried through the proper procedure from the point of origin.

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Legal References:

1. T.C.A. § 49-5-1003(b)(10).
2. 42 U.S.C. § 12101.
3. Title VI of the *Civil Rights Act of 1964*.
4. Title IX of the Education Amendments of 1972.
5. Title II of the Americans with Disabilities Act of 1990.
6. Section 504 of the *Rehabilitation Act of 1973*.
7. First Amendment to the United States Constitution.

Approved as to Legal Form

By the Knox County Law Director 12/4/2024

/Gary T. Dupler/Deputy Law Director

<u>Section J:</u>  <b>Students</b>	<b>Knox County Board of Education</b>		
	<b>Attendance</b>	Descriptor Term:	Descriptor Code:
			<b>J-120</b>
		Issued:	<b>7/95</b>
		Reviewed:	<b>10/23</b>
		Revised:	<b>12/23</b>

The Board recognizes that good attendance at school is basic to student learning. Attendance is a key factor in student achievement; therefore, students are expected to be present each day that school is in session. Parents have both a legal obligation and a moral responsibility to see that children are present every day that school is in session.

The Director of Schools shall establish and maintain an attendance program designed to ensure all school-age children attend school and that alternative program options are available for students who do not meet minimum attendance requirements. This program shall be designed to address and adhere to all statutory and regulatory requirements established by the State of Tennessee. School administrators and faculties are expected to develop programs and practices to achieve or exceed student attendance goals established by the State Board of Education. For these reasons, the Knox County Board of Education has adopted the following policy regarding student absences.

The attendance supervisor/designee shall oversee the entire attendance program which shall include the following:<sup>1</sup>

1. Adhering to all accounting and reporting procedures and their dissemination;
2. Providing alternative program options for students who severely fail to meet minimum attendance requirements;
3. Ensuring that all school-age children attend school;
4. Providing documentation of enrollment status upon request for students applying for new or reinstatement of driver's permit or license; and
5. Notifying the Department of Safety whenever a student with a driver's permit or license withdraws from school.<sup>2</sup>

Student attendance records shall be given the same level of confidentiality as other student records. Only authorized school officials with legitimate educational purposes may have access to student information without the consent of the student or parent(s)/legal guardians(s).<sup>3</sup>

Absences shall be classified as either excused or unexcused as determined by the school leader or his/her designee. Excused absences shall include:<sup>4</sup>

1. Personal illness;
2. Illness of immediate family member;
3. Death in the family;

4. Extreme weather conditions;
5. Religious observances;<sup>5</sup>
6. College visits;
7. Pregnancy;
8. School sponsored or school endorsed activities;<sup>6</sup>
9. If a student's parent and/or legal guardian is a member of the United States armed forces, including a member of a state National Guard or Reserve component called to federal active duty, the student shall be given:<sup>7</sup>
  - a) An excused absence for one (1) day when the member is deployed;
  - b) An excused absence for one (1) day when the service member returns from deployment;
  - c) Excused absences for up to ten (10) days for visitation when the member is granted rest and recuperation leave and is stationed out of the country;
  - d) Excused absences for up to ten (10) days cumulatively within the school year for visitation during the member's deployment cycle. The student shall provide documentation to the school as proof of the service member's deployment; and
  - e) The opportunity to make up school work missed and shall not have their class grades adversely affected for lack of class attendance or class participation due to the excused absence.
10. Summons, subpoena, or court order; or
11. Circumstances which in the judgment of the school leader create emergencies over which the student has no control.

Any absence not complying with the above reasons for excused absences will be considered as unexcused. Examples of unexcused absences are (a) family vacations taken during the school year and (b) Senior Skip Day.

The principal or designee shall be responsible for ensuring that:<sup>8</sup>

1. Attendance is checked and reported daily for each class;
2. Daily absentee sheets contain sign-in/sign-out sheets and indicate students present or absent for the majority of the day;
3. All student absences are verified;
4. Written excuses are submitted for absences and tardiness;
5. If necessary, verification is required from an official or other source to justify absences;
6. System-wide procedures for accounting and reporting are to be followed;



7. Out-of-school suspensions (OSS) are not reported as an unexcused absence and are not a chargeable offense for truancy in Juvenile Court; and

8. Students in a homebound program are not marked absent from school. Attendance for homebound students is recorded by the homebound teacher.

## **GRADES K-12**

Annually, the Director of Schools/designee will provide written notice to parent(s)/legal guardian(s) that attendance at school is required. Students shall be present at least fifty percent (50%) of the scheduled school day in order to be counted present. Students may attend part-time days, alternating days, or for a specific amount of time as indicated in their Individualized Education Plan or 504 Plan and shall be considered present for school attendance purposes.<sup>9</sup> If a student is required to participate in a remedial instruction program outside of the regular school day where there is no cost to the parent(s)/legal guardian(s) and the school system provides transportation, unexcused absences from these programs shall be reported in the same manner.<sup>10</sup>

Excuses for absences must be made in writing to the principal or administrative designee by a parent and/or legal guardian and must be submitted within five (5) days of the student's return to school. All absences, and/or corrections to absences must be recorded within the respective 20-day attendance reporting period or no later than ten (10) days following the end of each 20-day attendance reporting period.

## **APPEAL PROCESS<sup>11</sup>**

The parent(s)/legal guardian(s) of a student with excessive (more than five (5) unexcused absences) or those in danger of credit/promotion denial shall have the opportunity to appeal absences. Whenever possible attendance issues should be resolved at the school level. Parents/legal guardians who wish to appeal a student's excessive (more than five (5) absences), shall communicate their appeal to the school principal. At the appeal, the principal will provide the parent/legal guardian written notice of the unexcused absences and the parent/legal guardian will have the opportunity to be heard. The burden of proof rests on the student or the parent/legal guardian. The parent will receive written notification of any action taken regarding the excessive unexcused absences.

The appeal shall be heard no later than ten (10) school days after the request for appeal is received.

Within five (5) school days of the Director of Schools/designee rendering a decision, the student's parent(s)/legal guardian(s) may request a hearing by the Board, and the Board shall review the record. Following the review, the Board may affirm or overturn the decision of the Director of Schools/designee. The action of the Board shall be final.

The Director of Schools/designee shall ensure that this policy is posted in each school building and disseminated to all students, parents, teachers, and administrative staff.

## **PROGRESSIVE TRUANCY PLAN<sup>12</sup>**

Parents and/or legal guardians shall be notified each time a student has five (5) days (aggregate) of unexcused absences and that attendance at school is required. Additional notices shall be sent after each successive accumulation of five (5) unexcused absences.<sup>13</sup>

If a parent and/or legal guardian does not provide documentation within five (5) days of the student's return to school excusing those absences, or request an appeal hearing with the principal, then the Director of Schools shall implement the progressive truancy plan described below prior to referral to juvenile court.

Progressive truancy plans must meet the following requirements:

- 1) Tier one of the progressive truancy plan must include schoolwide, prevention-oriented supports;
- 2) Tier two must be implemented upon a student's accumulation of five (5) unexcused absences, as specified in the LEA's progressive truancy plan, and must include, at a minimum:
  - a. A conference with the student and the parent, legal guardian, or other person having control of the student;
  - b. A resulting attendance contract to be signed by the student, the parent, legal guardian, or other person having control of the student, and an attendance designee. The contract must include:
    1. A specific description of the school's attendance expectations for the student;
    2. The period for which the contract is in effect; and
    3. Penalties for additional absences and alleged school offenses, including additional disciplinary action and potential referral to juvenile court;
  - c. Regularly scheduled follow-up meetings, which may be with the student and the parent, legal guardian, or other person having control of the student to discuss the student's progress;
  - d. An individualized assessment by a school employee of the reasons a student has been absent from school; and
  - e. If necessary, referral of the child to counseling, community-based services, or other in-school or out-of-school services aimed at addressing the student's attendance problems; and
- 3) Tier three must be implemented if the truancy interventions under tier two are unsuccessful. Tier three may consist of one (1) or more of the following:
  - a. School-based community services;
  - b. Participation in a school-based restorative justice program;
  - c. Referral to a school-based teen court; or
  - d. Saturday or after-school courses designed to improve attendance and behavior.

#### **PROMOTING SCHOOL ATTENDANCE**

Faculties shall encourage student attendance and completion of classroom assignments according to the following guidelines:

1. **Assuring quality classroom experience.** Maximum effort shall be made in all classroom settings to provide a quality learning experience for each individual and to ensure that each day's class time is important.
2. **Emphasizing regular attendance.** Teachers shall inform students that time on task is essential to learning, that instruction loses context with lapse of time, and that, if students are absent from class, work that has to be made up outside of the regular classroom environment does not provide the same opportunity for learning as the regular class time.
3. **Making-up assignments.** If a student must be absent from school for any reason, excused or unexcused up to ten (10) days, upon returning to school, he/she shall be given the opportunity to make up any and all assignments that were missed during the student's absence. The student must request make-up assignments within **three (3) days** after returning. Teachers shall set a reasonable time for the completion of the work. Failure of a student to initiate a request for make-up work within three (3) days will result in lost opportunity for credit for that assignment.

Students who are suspended or expelled from school for more than ten (10) days shall be offered placement in the Alternative School Program for the duration of the suspension or expulsion, unless the student is considered to be a danger to the school community.

Students who refuse Alternative School placement, or are dismissed from the Alternative School Program early for any reason, or have been considered a danger to the school community shall not be given the opportunity to request make-up assignments.

Students who are denied the opportunity to receive make-up assignments may appeal to the School Attendance Review Committee, then to the Director of Schools and Board. The Director of Schools will establish an administrative procedure to govern this appeal process.

## **PRE-KINDERGARTEN**

In order to be counted present on any and all accounting attendance records, students in grade Pre-K shall attend school for a time period of at least 50% of their scheduled day. Students who attend less than 50% of their scheduled school day shall be recorded and reported as absent on any and all attendance records.

## **STATE-MANDATED ASSESSMENT**

Students who have an excused absence the day of scheduled End of Course (EOC) exams will be allowed to take a make-up exam. Excused students will receive an incomplete in the course until they have taken the EOC exam.

Students who have an unexcused absence shall receive a failing grade on the EOC exam which shall be averaged into their final grade.

## **CREDIT/PROMOTION DENIAL**

Credit/promotion denial determinations may include student attendance; however, student attendance may not be the sole criterion.<sup>14</sup> If attendance is a factor prior to credit/promotion denial, the following shall occur:

1. The student and the parent(s)/legal guardian(s) shall be advised if the student is in danger of credit/promotion denial due to excessive absenteeism.
2. Procedures in due processes are available to the student when credit or promotion is denied.

### **DRIVER'S LICENSE REVOCATION<sup>15</sup>**

More than ten (10) consecutive or fifteen (15) reported unexcused absences by a student during any semester renders a student ineligible to retain a driver's permit or license or to obtain such if of age.

In order to qualify for reclaiming a driver's permit or license, the student must be enrolled in school, maintain attendance requirements and cooperate with the Tennessee Department of Safety.

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#### **Legal References:**

1. TRR/MS 0520-01-03-.08(1)(a); T.C.A. § 49-1-3006.
2. T.C.A. § 49-6-3017(c).
3. T.C.A. § 10-7-504; 20 U.S.C. § 1232g.
4. TRR/MS 0520-01-02-.17(1)(c).
5. TRR/MS 0520-01-03-.03(15); T.C.A. § 49-6-2904(b)(5).
6. T.C.A. § 49-6-3019.
7. T.C.A. § 49-6-3007; T.C.A. § 49-6-3009.
8. TN Department of Education, Student Membership and Attendance Procedures Manual (2017).
9. TN Department of Education, Student Membership and Attendance Procedures Manual (2017); T.C.A. § 49-6-3007, T.C.A. § 49-6-3009.
10. TN Department of Education, Student Membership and Attendance Procedures Manual (2017).
11. TRR/MS 0520-01-02-.17.
12. T.C.A. § 49-6-3201.
13. T.C.A. § 49-6-3007.
14. T.C.A. § 49-2-203(b)(7).
15. T.C.A. § 49-6-3017(c).

Approved as to Legal Form  
By Knox County Law Department 10/31/2023  
/Gary T. Dupler/Deputy Law Director

<u>Section J:</u>  <b>Students</b>	<b>Knox County Board of Education</b>		
	<b>Compulsory Attendance Ages</b>	Descriptor Code:	Issued:
		<b>J-122</b>	<b>7/95</b>
		Reviewed:	Revised:
		<b>10/23</b>	<b>12/23</b>

Children between the ages of six (6) and seventeen (17) years, both inclusive, must attend a public or non-public school.<sup>1</sup> Under certain circumstances the Board may temporarily excuse students from complying with the provisions of the compulsory attendance law.<sup>2</sup> Pregnancy shall not constitute a reason to be exempted from compulsory school attendance.

Any child residing within the state, six (6) years of age on or before August 15 of the current school year, who makes application for admission shall be enrolled in the school designated by the Board.<sup>1</sup>

A child entering kindergarten shall be no less than five (5) years of age on or before August 15 of the current school term.<sup>3</sup> No child shall be eligible to enter first grade without having attended an approved kindergarten program.

Any transfer student applying for admission who was legally enrolled in an approved kindergarten in another state and who will be five (5) years of age no later than December 31 of the current school year, shall be enrolled.

A child entering a special education program shall be no less than three (3) years of age.<sup>1</sup>

The compulsory attendance law shall not apply to the following:<sup>1</sup>

1. Children mentally or physically incapacitated to perform school duties, with the disability attested by a duly licensed physician in all cases;
2. Children who have completed high school and hold a high school diploma or other certificate of graduation;
3. Children enrolled and making satisfactory progress in a course of instruction leading to a high school equivalency diploma;
4. Children temporarily excused from attendance in school under rules and regulations promulgated by the State Board of Education, which rules and regulations shall not be in conflict with TCA § 49-6-3001 or any other law governing child labor in this state;
5. Children participating in a program of hospital or homebound instruction administered or approved by the LEA;
6. Children six (6) years of age or under whose parent or legal guardian have filed a notice of intent to conduct a home school as provided by TCA § 49-6-3001 or who are conducting a home school as provided by TCA § 49-6-3050;
7. Children enrolled in a home school who have reached seventeen (17) years of age; and

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2 8. Children who have attained their seventeenth (17<sup>th</sup>) birthday and whose continued compulsory  
3 attendance, in the opinion of the Board of Education in charge of the school to which the children  
4 belong and are enrolled, results in detriment to good order and discipline and to the instruction of  
5 other students and is not substantial benefit to the children.  
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41 Legal References:  
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- 43 1. T.C.A. § 49-6-3001.  
44 2. T.C.A. § 49-6-3005.  
45 3. T.C.A. § 49-6-3001; TCA/MS § 0520-1-3-.01 (B)(10)(a).  
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47 Approved as to Legal Form  
48 By Knox County Law Director 10/6/2023  
49 /Gary T. Dupler/ Deputy Law Director  
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<u>Section:</u>  <b>Students</b>	<b>Knox County Board of Education Policy</b>		
	<b>Summer School Attendance</b>	Descriptor Term:	Descriptor Code:
			<b>J-123</b>
		Issued:	<b>4/23</b>
		Reviewed:	<b>10/23</b>
		Revised:	<b>5/23</b>

In accordance with T.C.A. § 49-6-3115, rising fourth-grade students who are required/eligible for learning loss bridge camp are required to maintain a 90% attendance rate for promotion.

However, as noted in Tennessee Department of Education guidance documents, the law does not prevent Local Education Agencies (LEA) and public charter schools from developing local board policies to provide opportunities for students to make up camp days missed if the days made up are properly documented.

Knox County students who are required/eligible to attend learning loss bridge camp in order to meet promotion criteria must maintain a 90% attendance rate. Students who miss more than 10% of summer learning loss bridge camp may make up a total of two (2) missed camp days in the following manner as determined by parents and school staff in order to reach a 90% attendance rate:

- Students may make up two (2) missed days by attending summer learning loss bridge camp make-up sessions when available and by providing parent excuses or doctor excuses for days absent. The make-up days will be full-day sessions that mirror the structure of the learning loss bridge camp and will take place on the two (2) days immediately following the completion of the regularly scheduled camp.

Students missing more than three (3) days of learning loss bridge camps, will not be eligible to make up all of the required camp time and will be subject to retention due to the required attendance rate.

Students who miss more than three (3) days due to extenuating circumstances (i.e., health or accident related) and upon presentation of sufficient supporting documentation, will have their absences reviewed by the Executive Director of Learning and Literacy to determine if additional make-up opportunities are warranted.

Attendance, including make-up attendance, will be documented as part of the student record in the local student information system and will adhere to attendance documentation requirements provided by the Tennessee Department of Education.

Knox County Schools will inform parents of students required/eligible to attend the learning loss bridge camp of the district's summer school attendance policy upon confirmation of camp enrollment via written or electronic notification. Additionally, parents of students required to attend the learning loss bridge camp will be required to certify their understanding of the attendance policy by signing a promotion plan agreement.

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Legal References:

- T.C.A. § 49-6-3115.
- Tennessee Department of Education Third Grade Promotion FAQs.

Approved as to Legal Form  
By Knox County Law Director 2/21/2023  
*/Gary T. Dupler/Deputy Law Director*



<b>Section J:</b>  <b>Students</b>	<b>Knox County Board of Education</b>		
	<b>Home Schools</b>	Descriptor Term:	Descriptor Code:
			<b>J-130</b>
		Issued:	<b>7/95</b>
		Reviewed:	<b>10/23</b>
		Revised:	<b>12/23</b>

A parent wishing to conduct a home school<sup>1</sup> shall meet the following requirements<sup>2</sup>:

1. Provide annual notice to the Director of Schools prior to each school year of the parent-teacher's intent to conduct a home school by completing an Intent to Home School form and, for purpose of reporting only, submission to the Director of Schools of the names, number, ages and grade levels of children to be home schooled, the location of the school, the proposed curriculum to be offered, the proposed hours of instruction and the qualifications of the parent-teacher;
2. Maintain attendance records, subject to inspection of the local Director of Schools;
3. Submit attendance records to the Director of Schools at the end of the school year;
4. Provide instruction for at least four (4) hours per day for the same number of instructional days as are required by state law for public schools;
5. Possess a high school diploma or GED;
6. Cooperate in the administration to home school students of appropriate tests by the Commissioner of Education, his designee or by a professional testing service;
7. Take action according to state law if home school student falls behind appropriate grade level;
8. Submit proof to the Director of Schools that other health services and examinations as required by law have been received by the home school student; and
9. In the event of illness or inadequacy of the home school parent-teacher to teach a specific subject, employ a tutor having the same qualifications as required of parent-teacher.

If one or more of these requirements are not met, the Board authorizes the Director of Schools to take formal action to bring the child into compliance with the Compulsory Attendance Law (until the child has reached age 18),<sup>3</sup> either in the home school or in a public, private or church-related school.

Public school facilities shall not be available for home school instruction.

The Director of Schools, through the Attendance Supervisor, shall have the attendance records of the home school inspected at the end of each school year in order to provide assistance in implementing the Compulsory Attendance Law.<sup>4</sup>

If a home school student falls more than one (1) year behind his or her appropriate grade level in his or her comprehensive test score for two (2) consecutive tests, and if a certified teacher who would have taught the child at his or her grade level determines through appropriate means that the student is not

learning disabled, the Director of Schools may require the parents to enroll the child in a public, non-public or church-related school.<sup>5</sup>

A home school student shall be required to be enrolled in a Knox County high school a minimum of two semesters to be eligible for graduation and to receive a Knox County high school diploma.

Home school students transferring to a Knox County high school shall be tested for placement, and if appropriate, awarding of Carnegie units of credit. The Board of Education requires the tests used for students transferring from other (public) school systems or private schools to be administered to students transferring to the Knox County system from church-related schools and/or home school arrangements.<sup>6</sup>

Knox County Schools recognizes and respects the parents' right to homeschool; however, parent request for part-time access to Knox County Schools will be denied. Full-time attendance will be required of all students enrolled in Knox County unless determined otherwise by an Individual Education Plan decision.

#### **ELIGIBILITY OF HOME SCHOOLED STUDENTS FOR PUBLIC SCHOOL JUNIOR RESERVE OFFICER TRAINING CORPS (JROTC)**

As participants in the Tennessee Junior Reserve Officer Training Corps (JROTC), the Knox County Schools shall honor the National Defense Authorization Act of 2020 with respect to home school students' participation in JROTC Programs within public schools. Request for home school students inclusion into JROTC Programs will be on a case-by-case basis at the participating secondary institution where the student would be zoned.<sup>7</sup>

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#### **Legal References:**

1. T.C.A. §49-6-3001(c).

2. T.C.A. § 49-6-3050(b).

3. TRR/MS § 0520-07-02-.01.

4. T.C.A. § 49-6-3050(b)(2).

5. T.C.A. § 49-6-3050(b)(6)(C).

6. T.C.A. § 49-50-801 (c)(d).

7. National Defense Authorization Act for Fiscal Year 2020, Pub. L. No 116-92. S. 1790, 116<sup>th</sup> Congress (2019).

Approved as to Legal Form

By Knox County Law Director 10/31/2023

/Gary T. Dupler/Deputy Law Director

<u>Section J:</u>  <b>Students</b>	<b>Knox County Board of Education</b>		
	Descriptor Term:  <b>Students Experiencing Homelessness</b>	Descriptor Code:	Issued:
		<b>J-140</b>	<b>5/03</b>
		Reviewed: <b>10/23</b>	Revised: <b>12/23</b>

To ensure that students experiencing homelessness, referred to as students in transition by ESSA, shall have equal access to the same free, appropriate public education as provided to other children and youth:<sup>1</sup>

Students in transition are individuals who lack a fixed, regular and adequate nighttime residence.<sup>2</sup> These students include:

1. Students sharing the housing of other persons due to loss of housing, economic hardship or a similar reason; are living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or students abandoned in hospitals;
2. Students who have a primary nighttime residence that is a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings;
3. Students living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings; and
4. Migratory students who are living in circumstances described above.

## **ENROLLMENT**

Students experiencing homelessness shall be immediately enrolled, even if the student is unable to produce records normally required for enrollment (i.e. academic records, immunization records, health records, proof of residency), or missed the district's application or enrollment deadlines.<sup>3</sup> Parents/legal guardians are required to submit contact information to the district's homeless coordinator.<sup>3</sup>

## **PLACEMENT**

For the purpose of this policy, school of origin shall mean the school that the student attended when permanently housed or the school in which the student was last enrolled, including a preschool/pre-k program.<sup>4</sup> School of origin shall also include the designated receiving school at the next grade level when the student completes the final grade level served by the school of origin.<sup>4</sup>

Placement shall be determined based on the student's best interest.<sup>5</sup> At all times, a strong presumption that keeping the student in the school of origin is in the student's best interest shall be maintained, unless doing so would be contrary to a request made by the student's parent/legal guardian or the student in the case of an unaccompanied youth.<sup>6</sup> When determining placement, student-centered factors, including but not limited to impact of mobility on achievement, education, health, and safety shall be considered.<sup>6</sup> The choice regarding placement shall be made regardless of whether the student lives with their parents/legal guardians.<sup>7</sup>

If it is not in the student's best interest to attend the school of origin, or the school requested by the parent/legal guardian or unaccompanied youth, the director or his/her designee shall provide a written explanation of the reasons for the determination, in a manner and form that is understandable to the

parent/legal guardian or unaccompanied youth.<sup>6</sup> The written explanation shall include a statement regarding the right to appeal the placement decision.<sup>6</sup> If the placement decision is appealed, the district shall refer the parent/legal guardian or unaccompanied student to the student support services supervisor, who shall carry out the dispute resolution process as expeditiously as possible and in accordance with the law.<sup>8</sup>

## **RECORDS**

Records ordinarily kept by the school shall be maintained for all students in transition. Information regarding a student in transition's living situation shall be treated as a student education record, and shall not be considered directory information.<sup>9</sup>

## **SERVICES<sup>10</sup>**

Each student is provided services comparable to those offered to other students within the district, including transportation, special education services, programs in career and technical education (CTE), programs for gifted and talented students, and school nutrition.

A homeless liaison shall ensure this policy is implemented throughout the district. The homeless liaison shall ensure:

1. Students in transition are quickly identified and have access to education and support services, to include Head Start and district pre-k programs;
2. Coordination with local social service agencies and other entities providing services to school districts;
3. Coordinate transportation, transfer records, and other inter-district activities with other school districts;
4. Coordinate transportation to the school of origin or choice for students;
5. Refer students and their families to health care services, dental services, mental health and substance abuse services, and housing services;
6. Assist students in obtaining immunizations, medical or immunization records, and any additional assistance that may be needed;
7. Public notice of the educational rights of students experiencing homelessness is disseminated in places frequented by parents/legal guardians of students experiencing homelessness, including schools, shelters, public libraries, and soup kitchens; and
8. Unaccompanied youth are enrolled and informed of their status as independent students.

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Legal References:

1. McKinney-Vento Education Assistance Improvements Act of 2001 Subtitle B §§ 721-725.
2. McKinney-Vento Act, as amended by ESSA (Pub. L 114-95), § 725.
3. McKinney-Vento Act, as amended by ESSA (Pub. L 114-95), § 722(g)(3)(C)(i), § 722(g)(3)(H).
4. McKinney-Vento Act, as amended by ESSA (Pub. L 114-95), § 722(g)(3)(I).
5. McKinney-Vento Act, as amended by ESSA (Pub. L 114-95), § 722(g)(3)(A).
6. McKinney-Vento Act, as amended by ESSA (Pub. L 114-95), § 722(g)(3)(B).
7. McKinney-Vento Act, as amended by ESSA (Pub. L 114-95), § 722(g)(3)(F).
8. McKinney-Vento Act, as amended by ESSA (Pub. L 114-95), § 722(g)(3)(E).
9. McKinney-Vento Act, as amended by ESSA (Pub. L 114-95), § 722(g)(3)(G).
10. McKinney-Vento Act, as amended by ESSA (Pub. L 114-95), § 722(g)(4)-(6).

Cross Reference:

- Knox County Board of Education Policy J-150 School Admissions.

Approved as to Legal Form

By Knox County Law Director 10/31/2023

/Gary T. Dupler/Deputy Law Director

<b>Section J:</b>  <b>Students</b>	<b>Knox County Board of Education</b>		
	<b>School Admissions</b>	Descriptor Term:	Descriptor Code: Issued:
			<b>J-150 7/95</b>
		Reviewed:	Revised:
		<b>9/24</b>	<b>10/24</b>

Students entering school for the first time must present the following documentation:

1. Officially acceptable evidence of date of birth at the time of registration.<sup>1</sup>
2. Evidence of a current medical examination.<sup>2</sup> There shall be a complete medical examination of every student entering school for the first time. This applies to kindergarten, first grade, and other students for whom there is no health record.
3. Evidence of state-required immunization.<sup>3</sup>
4. Proof of residency in school zone (ex: utility bill, lease, or deed).
5. In the case of a child not living with both parents:
  - a. If the child lives with a divorced/legally separated/single parent, a copy of the court-ordered parenting plan; or
  - b. If the child lives with a custodian or legal guardian, a copy of the appropriate court order; or
  - c. If the child lives with an appointed caregiver, a properly executed power of attorney setting forth extreme hardship that renders the parent or legal guardian unable to care for the child; provided that the school administration shall have the authority to inquire into the validity of the hardship and the residence of the caregiver, and further provided that the Director of Schools or his/her designee, with the assistance of the Knox County Law Director's Office, shall have final authority to determine the validity of any power of attorney for school purposes.

Students in transition who lack a fixed, regular, and adequate nighttime residence should refer to Policy J-140 "Students Experiencing Homelessness" for enrollment information.

The name used on the records of a student entering school must be the same as that shown on the birth document unless evidence is presented that such name has been legally changed through a court as prescribed by law. If the parent does not have or cannot present a birth document then the name used on the records of such student must be the same as that shown on documents which are acceptable to the school principal as proof of date of birth.

A child whose care, custody and support has been assigned to a resident of the district by a power of attorney or order of the court shall be enrolled in school provided appropriate documentation has been filed with the district office.<sup>4</sup>

A student may enroll into the school system at any time during the year if his or her parent(s) or legal guardian(s) moves his or her residence into the school system.

A person eighteen (18) years of age or older who applies for admission must have the application approved by the principal or Superintendent or his/her designee when:

1. He or she fails to enroll within thirty (30) calendar days after school officially starts; or
2. He or she is entering Knox County Schools from out-of-state; or
3. He or she has dropped out of school and wants to re-enter.

## **MISCONDUCT**

The Director of Schools and his or her designees shall have discretion to deny admission to students who have been suspended or expelled from another school district(s).<sup>5</sup>

Executive principals of each school, or their designee, are required to ask the parent, legal guardian, or legal custodian of a student in writing whether the student has been adjudicated delinquent for any of the offenses defined in T.C.A. § 49-6-3051(b) when any such student initially enrolls in the principal's school (within 30 days of enrollment), initially enrolls in Knox County Schools, resumes attendance at Knox County Schools after suspension, expulsion, or adjudication of delinquency, or changes schools within Tennessee.

Parents, legal guardians, or legal custodians of students who enter school who have been judged delinquent for an offense involving murder, rape, robbery, kidnapping, aggravated assault or reckless endangerment shall provide to the principal an abstract of record or other similar written information. This information shall be shared only with school employees who have responsibility for classroom instruction of the student. Such information is otherwise confidential and shall not be released to others except as required by law. The written notification shall not become a part of the student's record.<sup>6</sup>

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### Legal References:

1. T.C.A. § 49-6-3008(b).
2. TRR/MS 0520-1-3-.08(2)(a).
3. T.C.A. § 49-6-5001(c).
4. T.C.A. § 49-6-3001(c)(6); T.C.A. § 37-1-131(a)(2).
5. T.C.A. § 49-6-3401.
6. T.C.A. § 49-6-3051.

### Cross References:

- Knox County Board of Education Policy J-140 Students Experiencing Homelessness.
- Knox County Board of Education Policy J-151 Student Assignment.

Approved as to Legal Form

By Knox County Law Director 8/16/2024

/Gary T. Dupler/Deputy Law Director

<u>Section J:</u>  <b>Students</b>	<b>Knox County Board of Education</b>		
	<b>Student Assignment</b>	Descriptor Term:	Descriptor Code: Issued:
			<b>J-151 7/95</b>
		Reviewed:	Revised:
		<b>10/23</b>	<b>12/23</b>

## TO SCHOOLS

Students, including those in kindergarten, must attend the school to which they are assigned by virtue of their parent(s) or legal guardian(s) residence of record. Students must enroll in the school of appropriate grade in their zone unless a transfer has been approved. If students do not reside with both parents together, students are then zoned to attend the school based on their primary or residential parent's legal address. If students have divorced and/or separated parents/legal guardians who have equal time with the students, and the parents/legal guardians are designated as joint primary residential parents, the parents may either agree to one residential parent's address (by completing Form AD-123) or Knox County Schools will use the first submitted valid residential address.<sup>1,2</sup>

Knox County Schools requires proof of residence and a family or primary parent may use a residence address if that family or parent has a completed and signed non-contingent contract for the purchase of the residence. If this provision is used, the sufficiency of the documentation shall be at the discretion of the Director of Schools, or his or her designee, and the family or parent shall provide closing documents to confirm the sale of the property. Failure to provide closing documents shall disqualify the address from use for the family or parent and a return to the proper zoned school at the end of a semester or school year.

Parents or legal guardian(s) may elect to enroll their children in any school in the school system provided the student has received an approved transfer, and the parent provides transportation to and from that respective school and provided further, that such choice does not cause overcrowding in the chosen school.

## TO CLASSES

The principal shall be responsible for assigning all students to classes.<sup>3</sup>

Students who enter the system from another school system are to be placed by the principal in the grade and/or level as indicated by records from the former school. If the student's placement is inappropriate in the grade or level assigned, he or she may be reassigned by the principal to another grade level. Parents shall be kept advised.

The principal shall separate an alleged perpetrator of child sexual abuse from an alleged victim if the abuse allegedly occurred while the child was under the supervision or care of the school. If available and appropriate, a child shall be reassigned if a request is made by the child's parent or custodian and the perpetrator has been: (1) substantiated by the TN Department of Children's Services; (2) adjudicated by a juvenile court to have committed the sex abuse; or (3) criminally charged.<sup>4</sup>



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Legal References:

1. T.C.A. § 49-6-3102 through 3103.
2. T.C.A. § 36-6-410 and 415.
3. T.C.A. § 49-6-3102.
4. PL 107-110, Part C, Section 1031 McKinney-Vento Homeless Education Act.

Approved as to Legal Form  
By Knox County Law Director 10/31/2023  
*/Gary T. Dupler/Deputy Law Director*

<u>Section J:</u>  <b>Students</b>	<b>Knox County Board of Education</b>		
	Descriptor Term:	Descriptor Code:	Issued:
	<b>Student Transfers Within the System</b>	<b>J-152</b>	<b>7/95</b>
		Reviewed:	Revised:
		<b>10/23</b>	<b>12/23</b>

The Knox County Board of Education recognizes that there are situations in which a family may wish for their child to attend a school other than their zoned school. This policy sets forth the parameters through which parents and/or legal guardians may request student transfer.

## DEFINITIONS

The term "zoned school" refers to the school located in the parent's or legal guardian's school zone of residence; all students are required to attend their zoned school unless they have received an approved transfer.

The term "receiving school" refers to the school to which a transfer has been granted.

An "out-of-zone student" is a student who attends a school that is not his or her zoned school.

The term "sibling" refers to a brother, sister, half-brother, half-sister, step-brother, step-sister, or foster child living in the same household.

The terms "parent" and "legal guardian" refer to the legally-recognized parent or legal guardian of a student.

## CONDITIONS FOR STUDENT TRANSFERS

**Transportation.** Transportation of transferring students from zoned school to receiving school will not be provided by the Board of Education unless expressly stated in accordance with Administrative Procedure AP-J-152. Unless so stated, transportation shall be the responsibility of the parents, legal guardians or students.

**Required Approval.** No out-of-zone student may be enrolled without a transfer approved by the Director of Enrollment or the Director of Schools.

**Available Capacity.** All transfers are subject to limitations of available capacity. Determination of capacity will take into consideration physical space available, program offerings and the staffing level.

**Duration.** Approved general transfers are generally effective through the terminal grade level of the school to which the student is assigned. Students granted transfers will be expected to maintain an appropriate academic, disciplinary and attendance record at the receiving school. If a student does not meet these expectations, the principal of the receiving school may recommend that the transfer be revoked, and the student be returned to their zoned school. The Director of Schools or his/her designee shall review and approve or deny any principal's recommendation to revoke a student transfer. Students who are directed to return to their zoned school shall do so at the end of the school year, unless the

Director of Schools determines it is in the best interests of the student and/or the school system to do otherwise.

## **WRONGFUL ENROLLMENT**

Any out-of-zone student found to be enrolled in or attending a school other than their zoned school without an approved transfer shall be returned to the appropriate zoned school at the end of the semester in which the violation is discovered, unless the Director of Schools or his/her designee determines it is in the best interests of the student and/or the school system to do otherwise. If the wrongful transfer or enrollment is believed to have been a willful action on the part of a parent or legal guardian, the Director of Schools may pursue action under the provisions of the Tennessee Code Annotated.<sup>2</sup>

## **TRANSFER APPLICATION AND PROCESS**

The Director of Schools will establish a procedure (AP-J-152) that will provide A transparent and equitable opportunity for all families to apply for a transfer.

**Applicants.** Only the student's parents or legal guardians may apply for a transfer on behalf of a student.

**Transfer Windows.** Transfer applications must be submitted during one of two annually established open transfer periods:

- **Priority Transfer Window.** The Priority Transfer Window shall begin on the first business day of October and end on the Tuesday following President's Day.
- **Final Transfer Window.** The Final Transfer Window shall begin on the first business day of April and end on the first business day in June.

**Reasons for Transfer.** Parents and/or legal guardians may apply for a student transfer for any number of reasons, including:

**Academic Program of Study** – Parents or legal guardians may request a transfer on the basis of a specific program of study (JROTC, CTE, etc.) that is not comparably available at their zoned school. Academic programs of study consist of complete two-, three-, and four-year programs. Single class offerings do not apply, and students requesting a program of study transfer must illustrate a commitment to enrolling in the requested program of study for a minimum of two (2) years.

**Child of a KCS Employee** – Children of teachers employed by Knox County Schools will be granted a transfer, based on the availability of appropriate programming, to the school where the teacher is employed after filing an appropriate transfer request during the open transfer window.<sup>1</sup> Knox County Schools will also make every effort to extend this benefit to all employees on a capacity-available basis. Employees of Knox County Schools who experience a change in employment status after the open transfer application windows have closed may apply for a Hardship Transfer. Any additional qualifications for a Specialty School Transfer must be met before an employee request for student transfer will be considered. Active, full-time employee status will be verified through the Knox County Payroll Office.

**School Choice** – In accordance with Policy J-290, parents or legal guardians may request a School Choice transfer if their student attends a school that is deemed "persistently dangerous" according to

criteria established by the Tennessee Board of Education or if their student has been the victim of a violent crime at their zoned school.

**Sibling of a Currently Enrolled Student** – In accordance with Administrative Procedure AP-J-152, students with a sibling enrolled at a school other than their zoned school may request a transfer to the same school on a basis of their sibling's enrollment.

**Specialty School** – Specialty schools are non-zoned schools or schools that offer unique programs of study, such as L&N STEM Academy, Career Magnet Academy, KCS Virtual School, the Beaumont Magnet Academy Honors Program, and the West High School IB Programme. Transfers to these schools may require additional qualifications for approval, and may be entitled to transportation.

Parents/legal guardians may also request a student transfer unrelated to any of the above-listed reasons if they feel it is in the best interest of their child. The Director of Schools shall maintain a procedure (AP-J-152) to address the various reasons for student transfers and any accompanying qualifications.

**Randomizing Applications.** At the conclusion of each transfer window, applications shall be assigned an electronically-issued random number. Applications shall then be processed according to their randomly assigned number and the procedures set forth in AP-J-152.

**Waitlist.** Should the number of transfer requests for a given school exceed that school's programmatic or staffing capacity, applications shall be placed on a waitlist according to their randomly assigned number and the procedures set forth in Administrative Procedure AP-J-152. Applications shall remain on the waitlist until space becomes available at the requested school or until waitlists are closed on the Friday prior to the start of the school year. Students who have not received an approved transfer prior to the start of the school year shall report to their zoned school at the beginning of the new school year.

**Administrative Placements.** The Director of Schools has the authority to administratively place a student for what the Director determines to be the well-being of the student or the best interests of the school system.

**Hardship Transfers.** A hardship transfer may be requested at any time during the school year due to an emergency, a change in family or residential status, or other extraordinary circumstance requiring immediate consideration. Hardship Transfers must be submitted in accordance with the procedures set forth in Administrative Procedure AP-J-152 and shall be evaluated by the Enrollment Department in the order in which they are received.

**Appeal.** The school system's decisions in the selection of receiving schools for students applying for magnet schools or courses not offered in their zoned schools are not appealable. Parents/legal guardians may appeal other transfer decisions to school officials in the following order:

1. Director of Enrollment
2. Summer Appeals Committee
3. Director of Schools
4. Knox County Board of Education

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Legal References:

1. T.C.A. § 49-6-3113 (b) (1).
2. T.C.A. § 39-16-504.

Approved as to Legal Form  
By Knox County Law Director 10/31/2023  
*/Gary T. Dupler/Deputy Law Director*

<u>Section J:</u>  <b>Students</b>	<b>Knox County Board of Education</b>		
	Descriptor Term:	Descriptor Code:	Issued:
	<b>Sibling Priority Admission</b>	<b>J-153</b>	<b>3/05</b>
		Reviewed:	Revised:
		<b>10/23</b>	<b>1/22</b>

Qualified applicants applying to magnet schools and programs who have a sibling attending the magnet school and who will continue to attend that school the next year will be given priority admission, subject to the availability of space, to the magnet school and program. The applicant must apply within the regular transfer window in order to receive sibling priority for placement. For purposes of this rule, a sibling shall be defined as a brother, sister, half-brother, half-sister, stepbrother, stepsister, or foster child living in the same household.

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Legal References:

1. Applicants must meet all eligibility requirements for admission to the magnet program and compliance guidelines as specified by the Office of Civil Rights before being eligible for the Sibling Priority Admission policy.

Approved as to Legal Form  
By Knox County Law Director 11/17/2021  
/Gary T. Dupler/Deputy Law Director

<b>Section J:</b>  <b>Students</b>	<b>Knox County Board of Education Policy</b>		
	Descriptor Term:	Descriptor Code:	Issued:
	<b>Out-of-District Student Transfer to the Regional STEM Academy</b>	<b>J-154</b>	<b>7/16</b>
		Reviewed:	Revised:
		<b>10/23</b>	<b>12/23</b>

The Knox County Board of Education established a regional Science, Technology, Engineering and Mathematics (STEM) school, the L&N STEM Academy (hereinafter “the Academy”) in 2011. The Academy began as a high-quality, rigorous, stand-alone Knox County magnet school focused on the STEM disciplines and particularly on the use of technology as a learning tool. The Academy is not a comprehensive high school, and does not offer all educational services to all students. Rather, the Academy endeavors to provide opportunities not otherwise available to Knox County students and students from outside the district as provided for in this policy.

The Academy is a regional school designed to provide students from the East Tennessee region access to courses that will prepare them for work or study following graduation and offer opportunities not otherwise available to students from small, rural districts due to funding constraints, staff limitations, scheduling constraints, and distance from higher education institutions. As such, the Academy has no defined zone and enrolls both students from within the district as well as a limited number of students from outside the district.

The Academy shall accept Out-of-District student transfers pursuant to a procedure developed by the Director of Schools that will determine the number of students from outside Knox County to be admitted to the Academy for each school year not to exceed 10% of any entering class, and the allocation of the number of students that each nearby county (note: not individual districts) may send. Transfers will be granted based on L&N STEM Academy program capacity. The procedure will also provide for a lottery system to determine Out-of-District student transfers in the event that the Academy receives more applications for placement from Out-of-District than it has allotted seats. The decisions of the Knox County Schools shall be final. The admission of students will be limited by the ability of the Academy to provide appropriate educational services to the student. For purposes of determining whether the Academy is able to provide appropriate educational services to the student, students from outside Knox County will be evaluated on the same basis as students from within Knox County.

When a transfer has been granted and accepted, it does not have to be renewed each subsequent year.

The Academy principal may make a recommendation for a revocation of a transfer for any student not meeting the Code of Conduct in accordance with the Knox County School Board policies. However, the Director of Schools, with consultation from the Supervisor of Enrollment, is the only person who may revoke an approved transfer.

Students accepted into the Academy from out of County will not be charged tuition, so long as state and local school funds shall also follow the student into Knox County pursuant to the provisions of State Law.<sup>2</sup> Knox County is authorized to enter into an agreement with a sending LEA whereby additional funds may be transferred from the sending LEA to Knox County for the purposes of educating the student, to the extent permitted by law.<sup>3</sup> Furthermore, nothing in this policy shall preclude Knox County from

entering into a Memorandum of Understanding or Agreement with a sending LEA regarding the admission of students from the sending LEA<sup>4</sup> apart from the provisions of this policy, though the admission of such students may be limited by the total number of students to be admitted from any county, as set out above.

All Students attending the Academy shall be subject to all policies, procedures and practices of the Knox County Board of Education.

Out-of-District students with an approved transfer will be afforded the same transportation opportunities within Knox County as county residents attending the Academy with pick-ups at the nearest Knox County high school or at existing pick-up points.

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Legal References:

1. Public Chapter 0882; July 1, 2016.
2. Id.; T.C.A. § 49-6-3104(g).
3. Id.
4. Public Chapter 0882; T.C.A. § 49-6-3104(a).

Approved as to Legal Form  
By Knox County Law Director 10/6/2023  
/Gary T. Dupler/Deputy Law Director



<u>Section J:</u>  <b>Students</b>	<b>Knox County Board of Education</b>		
	<b>Withdrawals</b>	Descriptor Term:	Descriptor Code: Issued:
			<b>J-160 7/95</b>
		Reviewed:	Revised:
		<b>10/23</b>	<b>6/08</b>

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Students shall notify their teacher(s) and/or principal when it is known that they will be withdrawing from school.

If a student drops a class or withdraws from school during a grading period, each teacher will record on the withdrawal form, grade sheet, and permanent record the grade letter and/or numerical equivalent attained as of the date of withdrawal.

The principal or designee shall ensure that all information is completed on a student's record before a transcript is sent to another school.

<b>Section J:</b>  <b>Students</b>	<b>Knox County Board of Education</b>		
	<b>Descriptor Term:</b>  <b>Release During School Hours</b>	<b>Descriptor Code:</b> <b>J-170</b>	<b>Issued:</b> <b>7/95</b>
		<b>Reviewed:</b> <b>10/23</b>	<b>Revised:</b> <b>12/23</b>

Students should be in school for the full day.<sup>1</sup> Release during school hours will be permitted only in exceptional cases which meet the standards outlined in this policy. Under no circumstances may a student leave school without the approval of the principal. Neither may the student leave in the company of any person other than a parent, legal guardian, school employee, or a person designated by the parent or legal guardian, except by written request of the parent or legal guardian.

1. Hardship. Early dismissal may be granted only in highly selective cases of extreme family hardship, confirmed by the school social worker, recommended by the principal, and approved by the Superintendent. The student must satisfy all conditions listed in item (1) above and in addition must meet the following three conditions of hardship:
  - a) Family income which would qualify the student for free or reduced-priced lunch (whether or not application is made);
  - b) Satisfactory evidence that the student's income is necessary to prevent family destitution, that is, suffering from severe lack of food, clothing and shelter;
  - c) Satisfactory evidence that the student is unable to obtain adequate employment outside regular school hours.
2. Work-Based Learning Programs.<sup>2</sup> Students approved for early release for co-operative employment programs as part of regular school courses shall leave school daily according to procedures established for those programs under work-based learning guidelines.
3. Private lessons should be scheduled outside of school hours. When such is impossible, and when the time of the lesson would not conflict with the student's regular school schedule, the principal may, upon written request from the parent, permit the student's release of a period not to exceed thirty minutes for instruction and fifteen minutes for travel.

**Legal References:**

1. TRR/MS § 0520-1-3-.06(2)(d).
2. TRR/MS § 0520-1-3-.03(9).

**Cross Reference**

- Knox County Board of Education Policy I-122 Course Credit Earned Outside the Base High School.

Approved as to Legal Form  
By Knox County Law Director 10/31/2023  
/Gary T. Dupler/Deputy Law Director

<b>Section J:</b>  <b>Students</b>	<b>Knox County Board of Education</b>		
	<b>Descriptor Term:</b>  <b>Rights and Responsibilities</b>	<b>Descriptor Code:</b> <b>J-180</b>	<b>Issued:</b> <b>7/95</b>
		<b>Reviewed:</b> <b>11/24</b>	<b>Revised:</b> <b>12/24</b>

The Board expects all school staff, students and parents to assume the responsibility for appropriate behaviors in the school.

Each student has the right to:

1. Have the opportunity for a free education in the most appropriate learning environment;
2. Be secure in his person, papers and effects against unreasonable searches and seizure;
3. Expect that the school will be a safe place;
4. Have an appropriate environment conducive to learning;
5. Not be discriminated against on any basis, including but not limited to all applicable federal and state laws regarding protected classes;<sup>1-7</sup>
6. Be fully informed of school rules and regulations.

Each student has the responsibility to:<sup>8</sup>

7. Know and adhere to reasonable rules and regulations established by the Board;
8. Respect the human dignity and worth of every other individual;
9. Refrain from libel, slanderous remarks, and obscenity in verbal and written expression;
10. Study and maintain the best possible level of academic achievement;
11. Be punctual and present in the regular school program;
12. Dress and groom in a manner that meets reasonable standards of health, cleanliness, modesty and safety;
13. Maintain and/or improve the school environment, preserve school and private property, and exercise care while using school facilities;
14. Refrain from behavior which would lead to physical or emotional harm or disrupts the educational process;
15. Respect the authority of school administrators, teachers and other authorized personnel in maintaining discipline in the school and at school-sponsored activities;
16. Obey the law and school rules as to the possession or the use of alcohol, illegal drugs and other unauthorized substances or materials; and
17. Possess on school grounds only those materials which are acceptable under the law and accept the consequences for any illicit materials found on their person or maintained in personal storage (ex: locker, vehicle, etc.).

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Legal References:

1. T.C.A. § 49-5-103(b)(10).
2. U.S.C. § 12101.
3. Title VI of the *Civil Rights Act of 1964*.
4. Title IX of the Education Amendments of 1972.
5. Title II of the Americans with Disabilities Act of 1990.
6. Section 504 of the *Rehabilitation Act of 1973*.
7. First Amendment to the United States Constitution.
8. T.C.A. § 49-6-2904.

Cross References:

- Knox County Board of Education Policy J-110 Equal Educational Opportunities.
- Knox County Board of Education Policy C-260 Sexual Harassment and Sex-Based Discrimination.

Approved as to Legal Form  
By Knox County Law Director 12/4/2024  
/Gary T. Dupler/Deputy Law Director

<u>aSection J:</u>  <b>Students</b>	<b>Knox County Board of Education</b>		
	Descriptor Term:	Descriptor Code:	Issued:
	<b>Procedural Due Process</b>	<b>J-181</b>	<b>7/95</b>
		Reviewed:	Revised:
		<b>10/23</b>	<b>12/23</b>

Before school authorities administer disciplinary measures, reasonable inquiry shall be made to determine the truth of what happened.<sup>1</sup> The nature of this inquiry will vary in degree with the seriousness of the offense and the consequence attached thereto.<sup>2</sup>

For minor offenses where corrective measures are taken by the classroom teacher, no formal procedure is required; however, the teacher should make an inquiry into the incident to ensure that the offender is accurately identified, that he understands the nature of the offense, and that he knew the consequences of the offense for which he is accused.

In case of severe offenses where there is a possibility of suspension, the student shall be advised of the nature of his misconduct, questioned about it, and allowed to give an explanation (written statement).

If the principal determines that the offense is of such nature that the student's continued presence would be detrimental to the school or persons within the school, he may suspend for a specified period of time.<sup>3</sup>

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Legal References:

1. Ingraham v. Wright, 430 U.S. 651 (1977).
2. Goss v. Lopez, 410 U.S. 565, (1975).
3. T.C.A. § 49-6-3401.

Approved as to Legal Form  
By Knox County Law Director 10/6/2023  
/Gary T. Dupler/Deputy Law Director

<u>Section J:</u>  <b>Students</b>	<b>Knox County Board of Education</b>		
	<b>Code of Behavior and Discipline</b>	Descriptor Code:	Issued:
		<b>J-190</b>	<b>7/95</b>
		Reviewed:	Revised:
		<b>10/23</b>	<b>12/23</b>

The Director of Schools shall be responsible for the overall implementation and supervision of the Board's policies of behavior and discipline and shall ensure that students at all schools are subject to a uniform and fair application of the policies.

The principal of each school shall be responsible for implementation and administration in his/her school and shall apply the policies uniformly and fairly to each student at the school without partiality and discrimination. Any school administrator or employee who, after a proper investigation, is found to have knowingly engaged in discrimination toward a student(s) on the basis of race, creed, color, national origin, religion or sex, will be subject to disciplinary action, including, but not limited to, termination of employment. A finding against an employee of knowing failure to report discrimination and/or otherwise act against discrimination, including, but not limited to the failure to discipline another employee with a finding of discrimination, will be subject to the same type of disciplinary action.<sup>1</sup>

The Board delegates to the Director of Schools the responsibility of developing more specific codes of behavior and discipline (school expectations) which are appropriate for each level of school, namely, elementary, middle, and high.<sup>1</sup> The development of school expectations shall involve principals and faculty members of the school and shall be consistent with the content of the Board's policies.

School expectations shall contain the type of behavior expected from each student, the consequences of failure to obey such standards and the importance of the standards to the maintenance of a safe learning environment where orderly learning is possible and encouraged. Each code shall address the topics of language used by students, respect for all school employees, fighting, threats, bullying/harassment, weapons on school property or at school functions, damage to the property, automated external defibrillator, or person of others, misuse or destruction of school property, drug or alcohol abuse, the sale or distribution of drugs or alcohol, student conduct on school property, conduct in classes and such other subjects as the local school shall choose to include. All such expectations shall be uniform to the extent of maximum consideration for the safety and well-being of students and employees.<sup>2</sup>

A copy of the school expectations shall be posted at each school and school counselors and teachers shall be supplied copies for discussion with students. All schools shall reference Board Policy in their school expectations. All teachers, administrative staff and parents shall be provided access to copies of school expectations and code of conduct.

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Cross Reference:

- Knox County Board of Education Policies G-220 “Harassment of Employees” and G-221 “Employee Whistleblower Protection.”

Legal Reference:

- T.C.A. § 49-6-801 et. seq.

Approved as to Legal Form  
By Knox County Law Director 10/31/2023  
*/Gary T. Dupler/Deputy Law Director*





Administrators may consider an extended suspension (suspension over 45 days) when a student's behavior or culmination of behaviors pose an on-going safety concern to the school, staff, and/or students. Administrators must notify a KCS Regional Director prior to an extended suspension assignment.

Behaviors	Intervention Response	Suspension Out of School (under 10 days)	Extended Suspension Out of School (over 10 days)
<b>Level 1 Behaviors</b>	A	No	No
Dress Code Violation	A	No	No
Vehicle Violation	A	No	No
Tardy to School	A	No	No
Tardy to Class	A	No	No
Public Display of Affection (PDA)	A	No	No
<b>Level 2 Behaviors</b>			
Repeated violations of a pattern of Level 1, with evidence of implemented intervention (See mandatory interventions)	A,B	No	No
Class Cut	A,B	No	No
Profanity/Abusive Language in School	A,B	No	No
Unauthorized Area	A,B	No	No
Failure to Serve Detention	A,B	No	No
Inappropriate Physical Contact/Horseplay	A,B	No	No
<b>Level 3 Behaviors</b>			
Repeated violations of a pattern of Level 2 Behaviors, with evidence of implemented intervention (See mandatory interventions)	B,C,D	Yes	No
Cheating/Gambling	A,B,C	Yes	No
Obscene Material	A,B,C	Yes	No
Possession of Prescription or Non-Prescription Medication/CBD Oils	A,B,C	Yes	No
Trespassing on School Grounds	A,B,C	Yes	No
Falsify/Forgery of Records	A,B,C	Yes	No
Disruption of Class or School Environment	B,C	Yes	No
Non-Compliance with Staff Request	B,C	Yes	No
Profanity/Abusive Language to Staff	B,C	Yes	No
Theft of Property (Under \$1,000)	B,C	Yes	No
Bus Misconduct	B,C	Yes	No
Possession or Use of Tobacco Products (including electronic cigarettes/vaping devices and products/nicotine devices and products)	B,C	Yes	No
Leaving School Grounds without permission	B,C	Yes	No
Inappropriate Use of Electronic Device	B,C	Yes	No
Tamper-Fire Alarm	B,C,D	Yes	No
Possession or Use of Fireworks, Lighters, and other flammable items	B,C,D	Yes	No
Vandalism/Damage of Property	B,C,D	Yes	No

Behaviors	Intervention Response	Suspension Out of School (under 10 days)	Extended Suspension Out of School (over 10 days)
<b>Level 3 Behaviors (continued)</b>			
Threat Class 1	B,C,D	Yes	No
Fighting	C,D,E	Yes	Yes
Bullying	C,D,E	Yes	Yes
Cyberbullying	C,D,E	Yes	Yes
Harassment	C,D,E	Yes	Yes
Sexual Harassment	C,D,E	Yes	Yes
Possession of Drug Paraphernalia	C,D,E	Yes	Yes
Possession, Use or Distribution of Vape Devices or Products (Non-THC)	C,D,E	Yes	Yes
<b>Level 4 Behaviors</b>			
Repeated violations of a pattern of Level 3 Behaviors, with evidence of implemented intervention (See mandatory interventions)	D,E	Yes	Yes
Theft of Property (over \$1,000)	D,E	Yes	Yes
Breaking/Entering	D,E	Yes	Yes
Gang Activity	D,E	Yes	Yes
Threat Class 2	D,E	Yes	Yes
Under the Influence	D,E	Yes	Yes
Possession, Use or Distribution of Alcohol	D,E	Yes	Yes
Sexual Misconduct	D,E	Yes	Yes
<b>Level 5 Behaviors</b>			
Repeated violations of a pattern of Level 4 Behaviors, with evidence of implemented intervention (See mandatory interventions)	D,E	Yes	Yes
Assault of Staff	D,E	Yes	Yes
Assault of Student	D,E	Yes	Yes
Aggravated Assault of Student	D,E	Yes	Yes
Sexual Battery (Assault)	D,E	Yes	Yes
Possession of Weapon other than Firearm (A lesser disciplinary response may be used following school-based investigation)	E	Yes	Yes
Bomb Threat	E	Yes	Yes
Felony Behavior	E	Yes	Yes
Possession, Use or Distribution of Illegal Drugs/ANY substance containing THC	E	No	(ZT) Yes*
Aggravated Assault and Battery of Teachers or Staff	E	No	(ZT) Yes *
Possession of Explosive or Incendiary Device	E	No	(ZT) Yes*
Possession of Handgun, Rifle or Shotgun	E	No	(ZT) Yes*
Threat of Mass Violence on School Property or at a School-Related Event or Function	E	No	(ZT) Yes*

## Intervention Response Guidelines

When choosing a higher-level response within the range of possible responses, an administrator should consider the student's age, health, disability, decision-making ability, prior discipline history, willingness to repair the harm, seriousness of the act, potential to cause harm or the harm caused, the extent of actual disruption to the learning environment, and whether the act was intentional.

### Intervention Response A

- Student tells his/her side of the story and the parent/legal guardian is notified.
- Teacher or designated staff has a restorative conversation with the student.
- Teacher or designated staff determines whether to involve additional school support staff.
- One or more classroom management strategies or intervention supports are initiated. Student's individual needs and abilities should be considered when choosing interventions.

### Intervention Response B

- Student tells his/her side of the story and has the opportunity to write a statement.
- Administrator communicates with parent/legal guardian and determines whether to involve additional school staff.
- Documentation of prior interventions is reviewed with the parent/legal guardian.
- One or more additional interventions are initiated or revised as appropriate. New interventions should be considered if previous interventions have been unsuccessful.
- If necessary, administrators may assign an alternate learning location within the school for up to two (2) days.
- If response has been escalated as a result of a repeated pattern of Level 1 Behaviors, administrators could refer a student to the Whole Child Support Team as an intervention in Response B.

### Intervention Response C

- Student tells his/her side of the story and has the opportunity to write a statement.
- Administrator communicates with parent/legal guardian and determines whether to involve additional school staff.
- Documentation of prior interventions is reviewed with the parent/legal guardian.
- One or more additional interventions are initiated or revised as appropriate. New interventions should be considered if previous interventions have been unsuccessful.
- If necessary, administrators may assign an alternate learning location within the school for up to three (3) days OR one (1) to four (4) days of out of school suspension.
- A restorative conference should be considered upon re-entry depending on the nature and level of harm caused by the behavior.
- If response has been escalated as a result of a repeated pattern of Level 2 Behaviors, administrators could refer a student to the Whole Child Support Team as an intervention in Response C.

### Intervention Response D

- Student tells his/her side of the story and has the opportunity to write a statement.
- Administrator communicates with parent/legal guardian and determines whether to involve additional school staff.
- Documentation of prior interventions is reviewed with the parent/legal guardian.
- One or more additional interventions are initiated or revised as appropriate. New interventions should be considered if previous interventions have been unsuccessful.

- If necessary, administrators may assign five (5) to ten (10) days of out of school suspension.
- A restorative conference is required upon re-entry to school.
- Any out of school suspension over four (4) days requires a disciplinary hearing.

#### Intervention Response E

- Student tells his/her side of the story and has the opportunity to write a statement.
- Administrator communicates with parent/legal guardian and determines whether to involve additional school staff.
- Documentation of prior interventions is reviewed with the parent/legal guardian.
- One or more additional interventions are initiated or revised as appropriate. New interventions should be considered if previous interventions have been unsuccessful.
- If necessary, administrators may assign eleven (11) to forty-five (45) days of out of school suspension.
- A restorative conference is required upon re-entry to school.
- Any out of school suspension over four (4) days requires a disciplinary hearing.

#### NOTE:

- All interventions are to be documented.
- All out of school suspensions over five (5) days must be referred to School Support Teams prior to a disciplinary hearing.
- Students with patterns of suspension could be referred to the School Support Teams as well.

#### ADDITIONAL GUIDELINES

1. A student shall not be suspended solely because charges are pending against him/her in juvenile or other court;
2. A principal shall not impose successive short term suspensions that cumulatively exceed ten (10) days for the same offense;
3. A teacher or other school official shall not reduce or authorize the reduction of a student's grade solely on the basis of discipline problems except in deportment or citizenship;<sup>4,5</sup>
4. A student shall not be denied the passing of a course or grade promotion solely on the basis of absences except as provided by Board policy;
5. A student shall not be denied the passing of a course or grade promotion solely on the basis of failure to:
  - a. pay any activity fee;
  - b. pay a library or other school fine;
  - c. make restitution for lost or damaged school property
6. Any student who is expelled may request modification pursuant to J-191 from the Director of Schools.<sup>4</sup>
7. If a student is determined, via a fair and thorough investigation made by the principal or the principal's appointed representative, to have acted in self-defense under a reasonable belief that the student, or another to whom the student was coming to the defense of, may have been facing the threat of imminent danger of death or serious bodily injury, which the student honestly believed to be real at that time, then, at the principal's recommendation, the student may not face any disciplinary action.<sup>4</sup>
8. A student who commits an assault, as defined in T.C.A. § 39-13-101, against an employee of Knox County Schools in the school where the student is enrolled, shall, in addition to the discipline assigned herein, be suspended from attendance at all school-sponsored events for no less than one (1) calendar year, unless modified by the Director of Schools.<sup>4</sup>

**OUTSIDE CONDUCT**

Knox County Schools has the ability to reassign or place a student at a particular KCS school, if the student has engaged in off campus criminal behavior that results in a student being legally charged with an offense that would be classified as a felony if the student was charged as an adult or if adjudicated delinquent for an offense that would be classified as a felony if the student was an adult, or if the student was convicted of a felony, **and** the student's continued presence in school poses a danger to persons or property or disrupts the education process. Such an action is not discipline.<sup>4</sup>

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**Legal References:**

1. T.C.A. § 49-10-1303 through § 49-10-1305.
2. T.C.A. § 49-6-4107.
3. T.C.A. § 49-6-4106.
4. T.C.A. § 49-6-3401.
5. T.C.A. § 49-6-3402.

KCS Behavior Definitions Table is attached and included in this policy.

Approved as to Legal Form

By Knox County Law Director 1/21/2025

/Gary T. Dupler/Deputy Law Director

KNOX COUNTY SCHOOLS BEHAVIOR DEFINITIONS		
Code	Behavior	Definition
35	Aggravated Assault and Battery of Teacher or Staff	Intentionally or knowingly causing serious bodily injury or the use of weapon to any KCS employee and/or SRO.
36	Aggravated Assault of Student	Intentionally, knowingly, or recklessly committing an unprovoked physical attack on another student that causes injuries requiring medical attention beyond general first aid. Could also include two or more students intentionally causing or attempting to cause physical injury to another. Also includes the use of any weapon.
32	Assault of Staff	An intentional or reckless act that causes or has the potential to cause physical harm to a teacher or school staff on school grounds or at a school-sponsored activity.
33	Assault of Student	Intentionally, knowingly, or recklessly committing an unprovoked physical attack on another student. Minor physical contact, such as pushing or shoving, does not constitute assault. A child may not receive the same disciplinary consequence for their involvement in an altercation, if the school administrator determines that they acted in self-defense to protect themselves from physical harm. (TCA 49-6-3401) Response E may only be used if the attack was premeditated and if the student committing the act presents an ongoing safety risk to others. When Response E is used, evidence of premeditation and safety risk must be listed in the discipline referral.
27	Bomb Threat	Intentionally making a false report of potential harm from a bomb, dynamite, explosive or arson-causing device.
74	Breaking/Entering	Breaking in or onto any district property that includes any unauthorized entry into school property with or without destruction to the property. Includes breaking into student or staff property.
29	Bullying	Bullying is defined as unwanted, aggressive behavior that involves power imbalance. The behavior is repeated over time. The imbalance of power involves the use of physical strength, access to embarrassing information, or popularity to control or harm others. If bullying is repeated over time and persists after documented administrative intervention, expulsion may result.
51	Bus Misconduct	Engaging in conduct or behavior, which interferes with the orderly, safe, and timely transportation of students.

Code	Behavior	Definition
72	Cheating	Copying from another's test paper; using material during a test which is not authorized by the person giving the test; collaborating with another student during the test without authorization; knowingly using, buying, selling, stealing, transporting, or soliciting, in whole or part, the contents of an unadministered test; substituting for another student or permitting another student to substitute for one's self to take a test; bribing another person to obtain a test that is to be administered; or securing copies of the test or answers to the test in advance of the test. Cheating includes: Plagiarizing (appropriating another's work and using it as one's own for credit without the required citation and attribution, e.g., copying written work from the Internet, or any other source). Student may still be assigned classroom disciplinary action in addition to typical behavior intervention.
59	Class Cut	Failing to attend a scheduled class or activity without authorization.
97	Cyberbullying	Cyberbullying is bullying that takes place using electronic technology. Electronic technology includes devices and equipment such as cell phones, computers, and tablets, as well as communication tools including social media sites, text messages, chat, and websites. Examples may include mean text messages or emails, rumor sent by email or posted on social network sites, and embarrassing pictures, videos, websites, or fake profiles.
60	Disruption of Class or School Environment	Intentionally disrupting the school environment to the extent the learning of other students or the normal functioning of the school is impaired. The discipline referral should include evidence demonstrating learning or the normal functioning of the school was significantly impaired.
68	Dress Code Violation	Wearing clothing that does not comply with the school's standard school attire policy or requirements for appropriate dress.
80	Failure to Serve Detention	Failure to follow through with an agreed upon detention.
71	Falsify/Forgery of Records	Falsifying or altering school records, including, but not limited to, written, electronic or digital school records. Writing and using the signature or initials of another person for an unauthorized purpose.
87	Felony Behavior	Off campus criminal behavior that results in the student being legally charged with an offense that would be classified as a felony if the student was charged as an adult or if adjudicated delinquent for an offense that would be classified as a felony if the student was an adult, or if the student was convicted of a felony, and the student's continued presence in school poses a danger to persons or property or disrupts the educational process. - See more at: <a href="http://codes.findlaw.com/tn/title-49-education/tn-code-sect-49-6-3401.html#sthash.PRRGW8uY.dpuf">http://codes.findlaw.com/tn/title-49-education/tn-code-sect-49-6-3401.html#sthash.PRRGW8uY.dpuf</a>
30	Fighting	Mutual participation in an incident involving physical violence.

Code	Behavior	Definition
41	Gambling	Gambling is the wagering of something of value on an event with an uncertain outcome with the intent of winning something of value. Gambling thus requires three elements to be present: consideration, risk, and a prize.
86	Gang Activity	Possessing or displaying symbols or paraphernalia of a gang or of a violent and disruptive group. Participating in the recruitment or initiation of students into a gang or a violent and disruptive group.
65	Harassment	Harassment is any unwelcome conduct that is severe, pervasive or persistent and creates a hostile environment that interferes with or limits a student's ability to participate in or benefit from services, activities, or opportunities offered by a school. Harassment meets one or more of the following criteria: is an act directed at one or more students that is received as harmful or embarrassing; is directed at one or more students; substantially interferes with educational opportunities, benefits, or programs of one or more students; substantially affects the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing emotional distress; is based on a student's actual or perceived distinguishing characteristic, or is based on an association with another person who has or is perceived to have any distinguishing characteristics; is repeated over time – is severe, persistent, and pervasive; causes mental duress, or psychological trauma to the victim.
83	Improper Use of Electronic Device	Improper use of cell phone, Internet, or other electronic devices – Using personal technology, electronic devices, or the internet, except when used for educational purposes with the permission of the classroom teacher or school administrator, or in violation of school rules.
93	Inappropriate Physical Contact/Horseplay	Engaging in minor physical contact with another student, such as pushing, bumping or horseplay.
85	Leaving School Grounds without Permission	Leaving school grounds without the permission of school officials.
61	Non-Compliance with Staff Request	Refusing to follow staff directives or comply with assigned disciplinary responses.
77	Obscene Material	Any material found that depraves or disrupts the educational process of the school. (on paper or electronically).
96	Possession of Drug Paraphernalia	Possessing any material used to produce or consume illegal drugs. Drug paraphernalia includes, but is not limited to bongs, roach clips, miniature spoons and pipes used to consume illegal drugs.



Code	Behavior	Definition
20	Possession of Explosive or Incendiary Device	Possession of any destructive device, which includes any explosive, incendiary device, or poison gas, including bombs, grenades, rockets, missiles, mines, and similar devices. Fireworks are not considered an explosive.
18	Possession of Handgun, Rifle or Shotgun	Possession of a firearm or bringing a firearm to school. This includes, but is not limited to, handguns, rifles and shotguns. As required by state and federal law, any student who brings a weapon to school will be referred to law enforcement.
21	Possession of Non-Lethal Firearm	Possessing a non-lethal firearm, weapon replica, BB gun, airgun, air soft gun, pellet gun, cap gun, or toy gun. Response E may only be utilized if possession of the non-lethal firearm or replica causes actual risk of harm to students. The specific nature of the risk must be documented in the discipline referral.
16	Possession of Prescription or Non-Prescription Medication, including CBD oils NOT containing THC	Possession of prescription or non-prescription medication which has not been registered with school. Includes medications that can be purchased over the counter. Includes possession of prescription medication that is registered to the student.
22	Possession of Weapon other than Firearm	<p>Possessing, transmitting, or using a weapon, including:</p> <ul style="list-style-type: none"> <li>-A knife, razor blade, box cutter, or other similar instrument utilizing a razor blade</li> <li>-Ammunition, chains, nun-chucks, brass knuckles, or Billy clubs</li> <li>-An electric weapon or device, such as a Taser</li> <li>-Capsicum (Pepper spray)</li> <li>-Weapons similar to those listed above capable of causing serious bodily injury</li> <li>-Any weapons found on school grounds or at school functions will be confiscated and turned over to the appropriate authorities.</li> </ul>
70	Possession or Use of Fireworks	Possessing or use of fireworks (firecrackers, bottle rockets, smoke bombs or other similar devices)
50	Possession or Use of Tobacco Products (including Electronic Cigarettes/vaping devices and products/nicotine devices and products)	Possessing or using any tobacco products, including but not limited to, cigarettes, cigars, vapor or e-cigarettes, any products designed for vaping, any nicotine products or chewing tobacco.
17	Possession, Use or Distribution of Illegal or Prescription Drugs, including CBD oils or substances containing THC	Unlawful possession, use, or distribution of drugs, including any controlled substance, controlled substance analog, or legend drug (prescription drug). Prohibited drugs include, but are not limited to, ketamine, bath salts, and salvia. Distribution of drugs is defined as the intentional exchange of any prohibited drug with or without monetary exchange. A referral to the school social worker will be made for any student found in violation of this code.

Code	Behavior	Definition
23	Possession, Use, or Distribution of Alcohol	Possessing, using, or being under the influence of alcoholic beverages or substances that have the potential to intoxicate. A referral to the school social worker will be made for any student found in violation of this code.
64	Profanity/Abusive Language	Using profane, inappropriate, or indecent language, such as cursing on school grounds or at school-sponsored activities.
63	Profanity/Abusive Language to Staff	Directing profane or indecent language toward a teacher, staff member or administrator.
82	Public Display of Affection	PDA includes, but is not limited to, physical or verbal conduct or communication of a sexual nature and sexual behavior between parties on school grounds or school-sponsored events.
	Repeated Violations of a pattern of Level 1 Behaviors, with evidence of implemented intervention (See mandatory interventions)	A repeated pattern of Type 1 behavior that continues after documentation of prior interventions. Two or more incidents of a Type 1 behavior may constitute a pattern. The discipline referral must include documentation of interventions implemented.
	Repeated Violations of a pattern of Level 2 Behaviors, with evidence of implemented intervention	A repeated pattern of Type 2 behaviors that continues after documentation of prior interventions. Two or more incidents of a Type 2 behavior may constitute a pattern. The discipline referral must include documentation of interventions implemented
	Repeated Violations of a pattern of Level 3 Behaviors, with evidence of implemented intervention	A repeated pattern of Type 3 behaviors that continues after documentation of prior interventions. Two or more incidents of a Type 3 behavior may constitute a pattern. The discipline referral must include documentation of interventions implemented.
	Repeated Violations of a pattern of Level 4 Behaviors, with evidence of implemented intervention	A repeated pattern of Type 4 behaviors that continues after documentation of prior interventions. Two or more incidents of a Type 4 behavior may constitute a pattern. The discipline referral must include documentation of interventions implemented.
34	Sexual Battery (Assault)	Unwanted sexual contact 1) with the use of force or coercion 2) against a person's will or 3) when the victim is unable to give consent.
31	Sexual Harassment	Engaging in unwelcome sexual advances, requests for sexual favors, or other physical or verbal conduct or communication of a sexual nature. Sexual harassment includes gender-based harassment that creates an intimidating, hostile or offensive educational or work environment.
94	Sexual Misconduct	Sexual Misconduct is a consensual sexual act on school grounds or at school related activities.
73	Tamper-Fire Alarm	The deployment of the school fire alarm system in the absence of an emergency.

Code	Behavior	Definition
55	Tardy to Class	Arriving late to class.
54	Tardy to School	Arriving late to school.
89	Theft of Property (Over \$1000)	Taking the property of another individual or of the school without permission, with the intent of depriving the owner of the property. The value of the property is over \$1000.
88	Theft of Property (Under \$1000)	Taking the property of another individual or of the school without permission, with the intent of depriving the owner of the property. The value of the property taken is under \$1000.
91	Threat: Class 1	A verbal, written, electronic, or gestured threat to cause harm to students or school staff. The threat must be one that would cause a person to reasonably fear bodily injury.
92	Threat: Class 2	A verbal, written, or electronic threat to cause harm to students or staff in which evidence exists that a student has a specific, credible plan to cause harm to staff or students. The threat must be one that would cause a person to reasonably fear bodily injury.
67	Trespassing on School Grounds	Entering or remaining on school property without authorization or when suspended.
57	Unauthorized Area	Being present in areas of the school without authorization.
15	Under the Influence	A student is under the influence when they have participated in taking a substance known to prohibit one's performance or behavior, prior to being either on campus or any school function or activity.
26	Vandalism/Damage of Property	Willfully destroying or defacing school or personal property.
66	Vehicle Violation	Operating any motorized or self-propelled vehicle on school grounds in a manner that is a threat to health and/or safety, or a disruption to the educational process. Failure to display required school parking pass or parking in an unauthorized area.

<b>Section J:</b>  <b>Students</b>	<b>Knox County Board of Education</b>		
	<b>Detention</b>	Descriptor Term:	Descriptor Code: Issued:
			<b>J-192 7/95</b>
		Reviewed:	Revised:
		<b>10/23</b>	<b>8/14</b>

Students may be detained before or after the school day as a means of disciplinary action.

The following guidelines shall be followed:

1. The student must be given at least one (1) day of written notice before detention;
2. Parents must be informed before detention takes place;
3. Students serving detention must be under the supervision of approved staff members;
4. Detention shall not exceed one (1) hour after the official closing of the school day but may be administered several days in succession;
5. Teachers must have the approval of the principal before detaining a student.

<b>Section J:</b>  <b>Students</b>	<b>Knox County Board of Education Policy</b>		
	<b>Student Suspension</b>	Descriptor Term:	Descriptor Code:
			<b>J-193</b>
		Issued:	<b>7/95</b>
		Reviewed:	<b>10/23</b>
		Revised:	<b>12/23</b>

## REASONS FOR SUSPENSION

Any principal, assistant principal, or administrative assistant<sup>5</sup> may suspend any student from attendance at school or any school-related activity on or off campus (out-of-school suspension) or from attendance at a specific class or classes, or from riding a school bus, without suspending such student from attendance at school for good and sufficient reasons including, but not limited to:<sup>3</sup>

1. Vulgar or profane language;
2. Violence or threatened violence against the person of any personnel attending or assigned to any school;
3. Fighting;
4. Damaging/defacing school property;
5. Possession or use of alcoholic beverage at school sponsored activities;
6. Possession or use of alcoholic beverage on school property;
7. Possession or use of illegal substances or any derivative or residue thereof, any drug paraphernalia other than that medically prescribed; or barbitol or legend drugs;<sup>4,6,7</sup>
8. Theft, extortion, or gambling;
9. Possession or use of tobacco products;
10. Possession or use of a firearm (including but not limited to: any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; firearm silencer or muffler; incendiary; ammunition; or explosive device) on school property;<sup>1,4,5</sup>
11. Possession of a dangerous weapon (including but not limited to any dangerous instrument or substance which is capable of inflicting injury on any person);<sup>4</sup>
12. Assaulting an administrator or teacher with vulgar, obscene, or threatening language; or
13. Harassment, intimidation, hazing, bullying or cyber-bullying.

## PROCEDURES FOR OUT-OF-SCHOOL SUSPENSION<sup>1</sup>

1. Except in an emergency, no administrator shall suspend any student until that student has been advised of the nature of his misconduct, questioned about it, and allowed to give an explanation.<sup>1</sup>

2. Upon suspension of any student, the administrator shall make an immediate attempt to contact the parent and/or legal guardian to inform them of the suspension. The student shall not be sent home before the end of the school day unless the parent and/or legal guardian has been contacted.
3. If the initial hearing results in suspension of four (4) days or fewer, the decision of the administrator for a short-term suspension shall be final and is not appealable above the school level. However, the parent may request a review of the suspension record for procedural correctness.<sup>2</sup>
4. The administrator shall notify the parent and/or legal guardian and Director of Schools or designee in writing:
  - a. Of the suspension and the cause for it; and
  - b. A request for a meeting with the parent and/or legal guardian, student and administrator, to be held as soon as possible, but no later than five (5) days following the out-of-school suspension.
5. Immediately following the scheduled meeting, whether or not attended by the parent and/or legal guardian or student, the administrator shall determine the length of the suspension and set conditions for readmission. If the administrator determines the suspension is long term, the administrator shall develop and implement a plan, which includes Restorative Practices, to the extent practicable in schools where training has been completed, for correcting the behavior when the student returns to school.
6. If at the time of the suspension the administrator determines that an offense has been committed which, in the judgment of the administrator, would justify a suspension for more than five (5) days, he or she may suspend the student unconditionally for a specified period of time or upon such terms and conditions as are deemed reasonable.
7. The administrator shall immediately give written or oral notice to the parent and/or legal guardian and the student of the right to appeal the decision to suspend for more than five (5) days. All appeals must be filed, orally or in writing, within five (5) days after receipt of the notice and may be filed by the parent and/or legal guardian, the student or any person holding a teaching license who is employed by the school system if requested by the student.
8. The appeal from this decision shall be to a disciplinary hearing authority appointed by the Board. The hearing shall be held no later than ten (10) days after the beginning of the suspension. The notice of the time and place of this hearing shall be given in writing to the parent and/or legal guardian and student by the disciplinary hearing authority.
9. After the hearing, the disciplinary hearing authority may:
  - a. Order removal of the suspension unconditionally;
  - b. Order removal of the suspension upon such terms and conditions as it deems reasonable;
  - c. Assign the student to an alternative program;<sup>10</sup>
  - d. Assign the student to a night school;<sup>4</sup> or

e. Suspend the student for a specified period of time.

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

11. After a review of the record, the Director of Schools may similarly take any action that is within the purview of the disciplinary hearing authority as stated in paragraph nine above. The student or principal may within five (5) days of the decision request review by the Board of Education.

12. After a review of the record, the Board may affirm the decision of the Director of Schools, modify the decision to a lesser penalty, or grant a hearing before the Board.

13. After the hearing, the Board may affirm the decision of the Director of Schools or modify the decision in any manner, including imposing a more severe penalty than that of the hearing. If the suspension occurs during the last ten (10) days of any term or semester, the student shall be permitted to take such final examinations or submit such required work as necessary to complete the course of instruction for that semester, subject to conditions prescribed by the administrator.

All students shall be allowed to complete all missed work within a specified time to be determined by the administrator at the time of readmittance.

## **RESTORATIVE LEARNING CENTERS**

Restorative Learning Centers (RLC) are part of Knox County Schools Restorative Practices tiered continuum of behavioral interventions and supports offered to all students. Staff trained in Restorative Practices support students by providing an opportunity to reflect on the disciplinary incident(s) that led to their RLC assignment. With staff assistance, students work toward a better understanding of how their behavior has affected others and opportunities to repair and restore relationships that may have been harmed are discussed. Students assigned to the Restorative Learning Center will be supervised at all times and will also be provided with the classwork and materials needed to complete current coursework. Students shall be required to complete academic assignments and will receive appropriate credit for work completed.

## **DISCIPLINE OF STUDENTS WITH DISABILITIES**

1. School personnel may order a removal to the extent that the removal would be applied to students without disabilities under IDEA or Section 504/ADA, the removal of a student with a disability from the student's current educational placement for not more than ten (10) consecutive school days for any violation of school rules and additional removals of not more than ten (10) consecutive school days in that same school year for separate incidents of misconduct (as long as those removals do not constitute a change in placement).

A change of placement occurs if:

- a. the removal is for more than ten (10) consecutive school days or
- b. the student is subjected to a series of removals that constitute a pattern of exclusion because they cumulate to more than ten (10) school days in a school year; and, because of such factors

such as the length of each removal, the total amount of time the student is removed and the proximity of the removals one to another.

Prior to removal that constitutes a change of placement, the student's IEP Team must meet and:

- a. conduct a functional behavioral assessment and develop a behavior support plan if appropriate and
  - b. decide whether the offense was a manifestation of the student's physical or mental disabilities under the appropriate acts.
2. If the IEP Team determines that the offense is a manifestation of the student's physical or mental impairment, the student may not be suspended or expelled, but instead, must be placed in a setting that more appropriately accommodates both the student's needs and the manifested offense(s). If the IEP Team determines that the offense is not a manifestation of the student's physical or mental impairment, the student is treated as if he was not an eligible child and may be suspended or expelled by the local Board of Education. Either determination is subject to due process procedures and, upon challenge, placement shall be frozen pending the outcome of any administrative or judicial proceeding. If a student is suspended or expelled by the local Board of Education, educational services, as determined by the IEP Team, must be provided during the suspension or expulsion period. In extraordinary cases, where an eligible student considered to be dangerous to himself or others must, in the system's opinion, be removed from school for more than ten (10) days, the system has the following options:
- a. reach an agreement with the parent(s) to change the student's placement, or
  - b. seek an injunction from the appropriate federal district court to permit the system to extend the suspension/expulsion period;
  - c. file an expedited due process request with the State Department of Education.
3. Students who are suspected by the system of being eligible are accorded the same due process rights as are eligible students.

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Legal References:

1. T.C.A. § 49-6-3401.
2. Goss v. Lopez 419 U.S. 565 (Ohio, 1975).
3. T.C.A. § 49-6-501.
4. T.C.A. § 49-6-4201 - § 49-6-4203; T.C.A. § 39-17-1309.
5. 18 § U.S.C.A. 921.
6. Tennessee Drug Control Act of 1989 (T.C.A. § 39-17-401 through 432).
7. T.C.A. § 53-10-101.
8. T.C.A. § 49-6-3402.

Approved as to Legal Form  
 By Knox County Law Department 10/16/2023  
 /Gary T. Dupler/Deputy Law Director



<u>Section J:</u>  <b>Students</b>	<b>Knox County Board of Education Policy</b>		
	<b>Zero Tolerance Offenses</b>	Descriptor Code:	Issued:
		<b>J-194</b>	<b>7/95</b>
		Reviewed:	Revised:
		<b>10/23</b>	<b>12/23</b>

In order to ensure a safe and secure learning environment free of drugs, violence and dangerous weapons, any student who engages in the following behaviors shall be removed from the assigned school for a period of not less than one (1) calendar year.<sup>1</sup> And shall be offered an alternative placement to complete school work. The Director of Schools has the authority to modify this suspension requirement on a case-by-case basis.

Zero tolerance acts are as follows:

1. Any student who while at a school bus stop, on a school bus, on school property or while attending any school event or activity:
  - (a) unlawfully possesses a legend drug or any other controlled substance;<sup>1</sup> or
  - (b) knowingly possesses a firearm as defined in 18 U.S.C. § 921;<sup>2</sup> or
  - (c) commits aggravated assault or, commits assault and intentionally, knowingly or recklessly causes bodily injury, on a teacher, principal, a School Security Officer (SSO), a teaching assistant or any other employee of the school system, or a School Resource Officer (SRO);<sup>1</sup> or
  - (d) threatens mass violence on school property or at a school-related activity pursuant to T.C.A. § 39-16-517;<sup>1</sup> or
  - (e) is in possession of an explosive or incendiary device.

#### **ALTERNATIVE SCHOOL PLACEMENT AND MODIFICATIONS**

It is the Board's intent that the Director of Schools exercise his or her power to modify suspensions to ensure that no student shall be out of school for more than two full semesters for a zero tolerance offense. Students who are removed from their assigned school for a zero tolerance offense prior to Fall Break during the first semester or prior to Spring Break during the second semester will be considered to have been out of school for a full semester. Students who are removed following each of these breaks will not be considered to have been out of school for a full semester. Upon re-entry to the assigned school, a restorative conference shall be utilized to the extent practicable.

The Director of Schools, or his/her designee, shall consider each zero tolerance case for placement in the alternative school program; however, placement in the alternative school program is not mandatory for zero tolerance cases in grades seven through twelve (7-12).<sup>3</sup>

**DEFINITIONS**

The following definitions apply to section 1(a) above:

- “Legend drug” – any item that federal law prohibits dispensing without a prescription from a licensed doctor, dentist, optometrist or veterinarian.<sup>4</sup>
- “Controlled substance” – a drug, substance, or immediate precursor listed in the drug schedules established by the federal government and the State of Tennessee based upon levels of danger and addiction. Examples include, but are not limited to, marijuana, heroin, cocaine, methamphetamine, ecstasy, etc.<sup>5</sup>

The following definitions apply to section 1(c) above:

- “Aggravated assault” - a student causes death or serious bodily injury to another, uses a deadly weapon (firearm or using another device to cause serious bodily injury), or attempts strangulation.<sup>6</sup>
- “Recklessly” - a student consciously disregards a substantial and unjustifiable risk; more than a mistake/negligence.<sup>6</sup>

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**Legal References:**

1. T.C.A. § 49-6-3401(g).
2. 18 U.S.C. § 921.
3. T.C.A. § 49-6-3402.
4. T.C.A. § 53-10-101.
5. T.C.A. §§ 39-17-401 to 39-17-416.
6. T.C.A. § 39-11-106.

Approved as to Legal Form  
By Knox County Law Director 10/16/2023  
/Gary T. Dupler/Deputy Law Director

<u>Section J:</u>  <b>Students</b>	<b>Knox County Board of Education</b>		
	Descriptor Term:	Descriptor Code:	Issued:
	<b>Student Disciplinary Hearing Authority</b>	<b>J-195</b>	<b>7/95</b>
		Reviewed:	Revised:
		<b>10/23</b>	<b>6/08</b>

The Board shall establish a Disciplinary Hearing Authority (DHA)<sup>1</sup> to conduct hearings for students who have been suspended for five (5) or more school days. The DHA shall consist of at least one (1) licensed employee of the Board of Education but no more than the number of members of the Board.

The notice of the time and place of the hearing shall be given in writing to the student/parent and principal by the Disciplinary Hearing Authority. The hearing must be held, a decision must be rendered, and notification of the decision must be provided to the parents and/or student and the principal no later than ten (10) days after the beginning of the suspension. Notification of the decision shall include a statement of the right of either party within five (5) days after receiving the decision to request a review by the Board.

The DHA may take the following disciplinary actions:

1. Order removal of the suspension unconditionally;
2. Order removal of the suspension upon such terms and conditions as it deems reasonable;
3. Assign the student to alternative program;
4. Assign the student to a night school; or
5. Suspend the student for a specified period of time.

If a review of the hearing is requested by either the student or principal, the Board shall review the record and shall:

1. Affirm the decision of the hearing authority; or
2. Modify the decision to a lesser penalty; or
3. Grant a hearing before the Board.

If the Board chooses to grant a hearing, it may:

1. Affirm the decision of the hearing authority; or
2. Modify the decision in any manner; or
3. Impose a more severe penalty than that of the hearing authority.

Legal Reference:

1. T.C.A. § 49-6-3401.

<u>Section J:</u>  <b>Students</b>	<b>Knox County Board of Education</b>		
	Descriptor Term:	Descriptor Code:	Issued:
	<b>Admission of Suspended or Expelled Students</b>	<b>J-196</b>	<b>7/95</b>
		Reviewed:	Revised:
		<b>12/23</b>	<b>1/24</b>

The Board may deny admission of any student who has been expelled or suspended from another school system even though the student changes his residence.

After a request for enrollment is made, the Director of Enrollment shall investigate the facts surrounding the suspension from the former school system and make a recommendation to the Director of Schools to bring to the Board to approve or deny the request.

If the action of the Board is to deny admission, the Director of Schools shall, on behalf of the Board of Education, notify the Commissioner of Education of the decision.

Any school system that accepts enrollment of a student from another school system may dismiss the student if it is determined subsequent to the enrollment that the student has been suspended or expelled from the former school system.<sup>1</sup>

Legal Reference:

1. T.C.A. § 49-6-3401(f).

Approved as to Legal Form  
By Knox County Law Director 11/17/2023  
/Gary T. Dupler/Deputy Law Director

<b>Section J:</b>  <b>Students</b>	<b>Knox County Board of Education Policy</b>		
	Descriptor Term:	Descriptor Code:	Issued:
	<b>Student Interference with Classroom</b>	<b>J-197</b>	<b>9/21</b>
		Reviewed:	Revised:
		<b>9/24</b>	<b>10/24</b>

Absent a special needs situation, a teacher may submit a written request to the principal, or to an assistant principal, to remove a student who repeatedly or substantially interferes with the teacher's ability to communicate effectively with the class or with the ability of the student's classmates to learn, if the student's behavior is in violation of the student discipline Board Policies.

1. The written request must include documentation that the teacher has previously:
  - a) Taken action to address the student's disruptive behavior;
  - b) Provided consequences for the student's disruptive behavior;
  - c) Conducted an oral conference either by a documented telephone conversation or an in-person discussion with the student's parent or legal guardian regarding the student's disruptive behavior;
  - d) Provided an opportunity for school counseling or other support services deemed appropriate to address the student's disruptive behavior;
  - e) Developed and implemented a plan to improve the student's behavior in a conference with the student; and
  - f) Issued a disciplinary referral under T.C.A. § 49-6-2803 to address the student's disruptive behavior.
2. The principal or assistant principal must give the student oral or written notice of the grounds for the teacher's request to remove the student from the teacher's classroom and, if the student denies engaging in the conduct, then the principal or the assistant principal must explain what caused the teacher to submit a request to remove the student from the teacher's classroom, and give the student an opportunity to explain the situation. If the student's account is deemed to be valid, albeit different from the teacher's account, and changes the principal's, or the assistant principal's, perspective of the incident, then the principal or the assistant principal must render a decision regarding the student's placement.
3. Principals and assistant principals shall respect the professional judgment of a teacher' written request to remove a student from the teacher's classroom and shall take an action consistent with the student discipline Board Policies adopted pursuant to T.C.A § 49-6-4002 in response to the request, which may include:
  - a) Assigning the student to another appropriate classroom for a specified period of time, or for the remainder of the student's assignment to the class from which the student was removed;
  - b) Assigning the student to in-school suspension for a specified period of time, in compliance with T.C.A. § 49-6-3401;
  - c) If warranted under the Board Policies, assigning the student to an alternative school or to an alternative education program for a specified period of time;
  - d) Suspending the student pursuant to Board Policy and T.C.A. § 49-6-3401;

- e) Requiring the parents or legal guardians of a student who is removed from a teacher's classroom and assigned to another appropriate classroom to participate in conferences before the student is permitted to return to the classroom from which the student was removed; or
- f) Denying the teacher's request to remove a student from the teacher's classroom and offering appropriate supports for the teacher to address the student's disruptive behavior.

4. A teacher is able to file an appeal when said teacher's request to remove a student from the teacher's classroom is denied pursuant to this Policy and dissatisfied with the result.

- a) A teacher is to file an appeal with the Director of Schools, or the Student Disciplinary Hearing Authority, when the teacher's request to remove a student from the teacher's classroom is denied. Said appeal is to be in writing and sent via U.S. Mail or email within five (5) days of the receipt of the denial.
- b) All documentation and information used in the original written request to remove the student is to be provided to the Director of Schools or the Student Disciplinary Hearing Authority.
- c) The Director of Schools or the Student Disciplinary Hearing Authority shall review the available records and render a written decision on the appeal within fifteen (15) days of the receipt of the documentation and information used in the original request.

A teacher shall not be terminated, demoted, harassed, or otherwise retaliated against for filing a request for a student to be removed from the teacher's classroom, or for appealing a decision to deny the teacher's request to remove a student pursuant to this Policy.

If a teacher abuses or overuses the student removal process provided in this policy, then the principal or the assistant principal must address the abuse or overuse with the teacher and may require the teacher to complete additional professional development to improve the teacher's classroom management skills.

Any action taken in response to a teacher's request to remove a student from the teacher's classroom must comply, as applicable, with the Individuals with Disabilities Education Act,<sup>1</sup> Section 504 of the Rehabilitation Act,<sup>2</sup> the Constitution of the United States, the Constitution of the State of Tennessee, and all applicable federal and state civil rights laws.

Each school shall annually report to the Director of Schools by July 1, 2022, and by each July 1 thereafter, the number of requests submitted by the school's teachers during the immediately preceding school year to remove a student from the teacher's classroom. The report must document the actions taken by the teacher's principal, or the assistant principal, in response to each request for a student's removal. The Director of Schools must then compile the data provided in each school's report and issue a district-wide report to this Board by August 1 immediately following the July 1 deadline for school reports.

#### Legal References:

- 1. See 20 U.S.C. § 1400 et seq.
- 2. See 29 U.S.C. § 794.
- 3. T.C.A. § 49-6-2803.
- 4. T.C.A. § 49-6-2804.

Approved as to Legal Form  
By Knox County Law Department 8/16/2024  
/Gary T. Dupler/Deputy Law Director

<u>Section J:</u>  <b>Students</b>	<b>Knox County Board of Education</b>		
	Descriptor Term:	Descriptor Code:	Issued:
	<b>Interrogations and Searches</b>	<b>J-200</b>	<b>7/95</b>
		Reviewed:	Revised:
		<b>1/25</b>	<b>7/16</b>

## **INTERROGATIONS BY SCHOOL PERSONNEL**

Students may be questioned by teachers or principals about any matter pertaining to the operation of a school and/or the enforcement of its rules. Questioning must be conducted discreetly and under circumstances which will avoid unnecessary embarrassment to the student being questioned. Any student answering falsely, evasively or refusing to answer a proper question may be subject to disciplinary action, including suspension.

If a student is suspected or accused of any offense committed in a school during school hours or on school property at any time, the principal may interrogate the student, without the presence of parent(s) and without giving the student constitutional warnings.

If a student is a suspect or is accused of a crime not involving the operation of a school or if interrogation of a particular student is police instigated, a parent shall be notified and constitutional warnings shall be given to the student before interrogation begins.

## **INTERROGATIONS BY POLICE**

If the principal has requested assistance by the police department to investigate a crime involving his or her school, the police shall have permission to interrogate a student suspect in school during school hours. The principal shall first attempt to notify the parent(s) of the student of the intended interrogation, but the interrogation may proceed if the parent is unavailable or unwilling to attend. The principal or his or her designee shall be present during the interrogation.

If criminal prosecution is contemplated by the police or the school principal, interrogation shall not commence unless a parent or legal guardian of the student is present. Prior to interrogation, the principal or his or her designee shall note that the police officer advises the student of the nature of the crime for which he is a suspect, that he has the right to remain silent, that anything he says may be used against him or her in criminal or juvenile court, that he has the right to have an attorney present, or a court-appointed attorney if the parents are indigent, and that a student or parent may stop the interrogation at any time.

If the police deem circumstances of sufficient urgency to interrogate students at school for unrelated crimes committed outside of school hours, the police department shall first contact the principal regarding the planned interrogation and inform him or her of the probable cause to investigate within the school. The police shall not commence interrogation until the approval of the principal is obtained and a parent or legal guardian of the student is present. The principal or his or her designee shall be present during the interrogation.

The use of police women or female staff members is desirable in the interrogation of female students.

## SEARCHES BY SCHOOL PERSONNEL

Any principal, or his or her designee, having reasonable suspicion for a search may search any student, place or thing on school property or in the actual or constructive possession of any student during any organized school activity off campus, including buses, if he receives information which would cause a reasonable belief that the search will lead to the discovery of:

1. Evidence of any violation of the law;
2. Evidence of any violation of school rules or regulations or proper standards of student or faculty conduct;
3. Any object or substance which, because of its presence, presents an immediate danger of harm or illness to any person.

All lockers or other storage areas provided for student use on school premises remain the property of the school system and are provided for the use of students subject to inspection, access for maintenance and search. Notice shall be posted in each school that lockers and other storage areas are school property and are subject to search.

Rooms for overnight stays during off-campus field trips are subject to search by school personnel on reasonable suspicion that a student has violated school board policy.

A student may be subject to physical search or a student's pocket, purse or other container may be required to be emptied because of the results of a locker search, or because of information received from a teacher, staff member or other student if such action is reasonable to the principal. All student searches must have at least two (2) adults present during a search. All of the following standards of reasonableness shall be met:

1. A particular student has violated policy;
2. The search could be expected to yield evidence of the violation of school policy or disclosure of a dangerous weapon or drug;
3. The search is in pursuit of legitimate interests of the school in maintaining order, discipline, safety, supervision and education of students; and
4. The primary purpose of the search is not to collect evidence for a criminal prosecution.

A principal or his or her designee, or both such persons, may search any vehicle parked or otherwise located on school property if there is reasonable suspicion to believe that the vehicle contains a dangerous weapon or drug or contains evidence of a violation of school rules or regulations which endangers or has endangered the health or safety of any member of the student body.<sup>1</sup>

The principal or his or her designee should notify the parent or legal guardian when a search has been conducted involving an individual student's person or possession(s). In the case of school-wide searches, a general notification will be disseminated to all parents/legal guardians of the applicable school.



## SEARCHES BY POLICE

If public health or safety is involved, upon request of the principal who shall be present, police officers may make a general search of students' lockers and desks, or students' or nonstudents' automobiles for drugs, weapons or items of an illegal or prohibited nature.

If the principal has received reliable information which he believes to be true that evidence of a crime or of stolen goods, not involving school property of members of the school staff or student body, is located on school property and that any search for such evidence or goods would be unrelated to school discipline or to the health and safety of a student or the student body, he shall request police assistance; and procedures to obtain and execute a search warrant shall thereafter be followed. Anything found in the course of the search conducted in accordance with this policy which is evidence of a violation of the law or a violation of student conduct standards may be:

1. Seized and admitted as evidence in any hearing, trial, suspension or dismissal proceeding. It should be tagged for identification at the time it is seized and kept in a secure place by the principal or the principal's designee until it is presented at the hearing. At the discretion of the principal, the items seized may be returned to the parent or legal guardian of a student or, if it has no significant value, the item may be destroyed, but only with the express written permission of the Director of Schools.
2. Any seized item may be turned over to any law enforcement officer. Any dangerous weapon or drug as defined in TCA 49-6-4202 shall be turned over to an appropriate law enforcement official after completion of an administrative proceeding at which its presence is reasonably required.

Whenever the possibility of uncovering evidence of a criminal nature exists, the principal or his or her designee may request the assistance of a law enforcement officer to:

1. Search any area of the school premises, any student or any motor vehicle on the school premises;
2. Identify or dispose of anything found in the course of a search conducted in accordance with this policy.

The involvement of law enforcement officials is encouraged when there is reasonable cause to suspect that criminal evidence is about to be uncovered.

## ARREST OF A STUDENT AT SCHOOL

The principal shall notify the parent or legal guardian as soon as possible after the student is placed under arrest while under the supervision of the school.

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Legal Reference:

1. T.C.A. § 49-6-4202 through T.C.A. § 49-6-4212.

Cross Reference:

- Knox County Board of Education Policy J-201 Random Searches for Dangerous Weapons, Drugs and Drug Paraphernalia.

Approved as to Legal Form  
By Knox County Law Director 5/9/2016  
*/Gary T. Dupler/*Deputy Law Director

<u>Section J:</u>  <b>Students</b>	<b>Knox County Board of Education</b>		
	<b>Random Searches for Dangerous Weapons, Drugs and Drug Paraphernalia</b>	Descriptor Term:	Descriptor Code:
		<b>J-201</b>	<b>11/08</b>
		Reviewed:	Revised:
		<b>12/23</b>	<b>8/23</b>

It is the goal of Knox County Schools to provide a safe learning environment free from dangerous weapons, drugs and drug paraphernalia.<sup>1</sup> 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.<sup>2</sup>

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.<sup>3</sup>

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. Random personal searches of students may be conducted on school campuses by the use of walk-through metal detectors or hand held magnetometers.<sup>4</sup> Any provision in this policy shall not preclude the school district from conducting reasonable searches as approved in Policy J-200 where such a search is warranted to protect the safety of students and staff.

Containers carried on campus by students, including, but not limited to, backpacks, book bags, handbags and musical instrument cases, are subject to search by certified explosives detection canine, weapons/metal detectors, x-ray machine or physical inspection by authorized school employees.

Material held in contravention of Knox County Board of Education policy and other contraband discovered during the course of a random search as described above shall be confiscated and students in possession of such items will be subject to discipline.

The Director of Schools shall develop administrative procedures so that random student searches are not targeted to any individual, group, class, race, gender, school, or geographical area unless there is a specific and reasonable suspicion that such a search is warranted to protect the safety of students. The Director of Schools shall personally approve all random searches of schools.

Random search protocols may be conducted at athletic events or other Knox County Schools events at the discretion of the Director of Schools.

As required by Tennessee law, firearms, other dangerous weapons and controlled substances as defined by Tennessee law<sup>5</sup> discovered in the course of a random search shall be reported to law enforcement.<sup>6</sup>

Policy J-201 has been promulgated to address the Board's concern about the significant increase in the use of firearms in the commission of crimes as stated by local law enforcement in the greater community and the continuing discovery of dangerous weapons and controlled substances on Knox County Schools campuses.

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Legal References:

1. T.C.A. § 49-6-4203(a).
2. T.C.A. § 49-6-4203(e)(2).
3. T.C.A. § 49-6-4204(a).
4. T.C.A. § 49-6-4207.
5. T.C.A. § 39-17-401, et seq.
6. T.C.A. § 49-6-4209.

Cross Reference:

- Knox County Board of Education Policy J-200 Interrogation and Searches.

Approved as to Legal Form  
By Knox County Law Director 7/25/2023  
/Gary T. Dupler/Deputy Law Director

<b>Section J:</b>  <b>Students</b>	<b>Knox County Board of Education</b>		
	<b>Harassment of Students</b>	Descriptor Term:	Descriptor Code:
			<b>J-210</b>
		Issued:	<b>7/95</b>
		Reviewed:	<b>10/24</b>
		Revised:	<b>12/24</b>

Knox County Schools does not discriminate in its programs nor does it tolerate harassment on any basis.<sup>2</sup> The Knox County Board of Education/Knox County Schools follows all applicable federal and state laws regarding protected classes.<sup>1-8</sup> Harassment of any student will not be tolerated.<sup>1-8</sup> Harassment is defined as conduct, advances, gestures or words of a nature which:

1. Unreasonably interfere with the student's work or educational opportunities;
2. Create an intimidating, hostile or offensive learning environment;
3. Imply that submission to such conduct is made an explicit or implicit term of receiving grades or credit;
4. Imply that submission to or rejection of such conduct will be used as a basis for determining the student's grades and/or participation in a student activity.

Victims of harassment shall report these conditions to the immediate supervisor of the offending person (or to the teacher or counselor), the building level administrator, the Director of Human Resources, or the Office of the Superintendent. The first person in the supervisory chain shall also report these conditions to Title IX, Title VI, 504 and ADA Coordinator. Confidentiality shall be maintained and no reprisals or retaliation shall occur as a result of good faith reporting of charges of harassment. Students may report anonymously, and anonymous reports will be investigated with the same level of urgency as all other reports.

In determining whether alleged conduct constitutes harassment, all of the circumstances, including the nature of the conduct and the context in which the alleged conduct occurred, shall be investigated. The Superintendent/designee shall be responsible for investigating all complaints of harassment that cannot be resolved at the building level. If satisfactory resolution of the complaint is not reached, the student may appeal the matter to the Superintendent, and ultimately, to the Board.

Any student or staff member found to have engaged in harassment shall be subject to disciplinary actions, including, but not limited to, verbal warning, suspension, expulsion, or termination, within requirements of state and federal law.

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Legal References:

1. T.C.A. § 49-6-4503.
2. T.C.A. § 49-5-1003(b)(10).
3. 42 U.S.C. § 12101.
4. Title VI of the *Civil Rights Act of 1964*.
5. Title IX of the Education Amendments of 1972.
6. Title II of the Americans with Disabilities Act of 1990.
7. Section 504 of the *Rehabilitation Act of 1973*.
8. First Amendment to the United States Constitution.

Cross References:

- Knox County Board of Education Policy J-110 Equal Educational Opportunities.
- Knox County Board of Education Policy C-260 Sexual Harassment and Sex-Based Discrimination.
- Knox County Board of Education Policy J-191 Misbehaviors and Disciplinary Options.
- Knox County Board of Education Policy G-220 Harassment of Employees.

Approve as to Legal Form

By Knox County Law Director 12/4/2024

/Gary T. Dupler/Deputy Law Director

<b>Students</b>	<b>Knox County Board of Education Policy</b>		
	Descriptor Term:	Descriptor Code:	Issued:
	<b>Harassment, Intimidation and Bullying or Cyber-Bullying</b>	<b>J-211</b>	<b>6/05</b>
		Reviewed:	Revised:
		<b>9/24</b>	<b>10/24</b>

## GENERAL

Knox County Schools prohibits acts of harassment, intimidation, bullying and cyber-bullying.<sup>1, 3</sup> A safe and courteous environment in school is necessary for students to learn and achieve. Harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate students in a safe and orderly environment; and since students learn by example, administrators, faculty, staff and volunteers should be positive role models in demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation or bullying. All Knox County Schools teachers and administrative personnel are responsible for ensuring this policy is faithfully implemented in all areas under their purview or direct supervision.

"Cyber-bullying" means bullying undertaken through the use of electronic devices;

"Electronic devices" include, but are not limited to, telephones, cellular phones or other wireless telecommunication devices, personal digital assistants (PDAs), computers, electronic mail, instant messaging, text messaging, and web sites;

"Harassment, intimidation or bullying" means any act that substantially interferes with a student's educational benefits, opportunities or performance; and:

(A) If the act takes place on school grounds, at any school-sponsored activity, on school-provided equipment or transportation or at any official school bus stop, the act has the effect of:

- (i) Physically harming a student or damaging a student's property;
- (ii) Knowingly placing a student or students in reasonable fear of physical harm to the student or damage to the student's property;
- (iii) Causing emotional distress to a student or students; or
- (iv) Creating a hostile educational environment; or

(B) If the act takes place off school property or outside of a school-sponsored activity, it is directed specifically at a student or students and has the effect of creating a hostile educational environment or otherwise creating a substantial disruption to the education environment or learning process.

Other acts of violent behavior may include:

"Hazing," which involves any intentional or reckless act, on or off LEA property, by one student acting alone or with others that is directed against any other student, that endanger the mental or physical health

or safety of that student or that induces or coerces a student to endanger that student's mental or physical health or safety. See T.C.A. § 49-2-120.<sup>2</sup>

"Hazing" does not include customary athletic events or similar contests or competitions and is limited to those actions taken and situations created in connection with the initiation into or affiliation with any organization. When looking at the totality of the circumstances, harassment, bullying, cyber-bullying, or any other disruptive or violent behavior includes conduct such as gestures, written, verbal, graphic, or written acts, including electronically transmitted acts, toward a student which is based on any actual or perceived trait or characteristic of the student and creates an educational environment that meets one or more of the following conditions:

- Places the student in reasonable fear or harm to the student's person or property;
- Has substantially detrimental effect on the student's physical or mental health;
- Has the effect of substantially interfering with the students' academic performance; or
- Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

All students are expected to refrain from acts of harassment, intimidation and bullying or cyber-bullying in any form and to be aware that such disciplinary measures as are appropriately assigned in Board policy J-191 will be utilized for the unacceptable behavior described above.

## **PREVENTION AND TRAINING**

At the beginning of each school year, principals will provide this policy to parents and ensure that students are aware of the expectations for their behavior under this policy. This policy shall also be posted in the Board of Education policy page of the Knox County Schools website.

To promote and foster intergroup awareness, appreciation and understanding by students and staff of the diverse ethnic, racial, and cultural groups represented in the school district, United States, and the world, the Knox County Schools shall:

1. Provide on-going professional development for staff to prevent harassment, intimidation and bullying.
2. Implement practices to achieve safer and less violent schools for students, teachers and administrators through Restorative Practices, Positive Behavior Intervention Support, and professional development regarding implicit biases. Unless the schedule is modified, training is expected to continue through 2019.
3. Endeavor to ensure that the curriculum does not promote stereotypical views of any group and recognizes the accomplishments and contributions of all peoples.
4. Provide a comprehensive digital citizenship training program at all levels.

## **REPORTING AND RESPONSE**

Students who feel they are being harassed, bullied or intimidated may report this concern to any teacher or school administrator or the office of the Superintendent using any means of communication with which



they feel comfortable. Students may report anonymously, and anonymous reports will be treated with the same level of urgency as all other reports.

All school employees are required to report alleged violations of this policy to the principal or the principal's designee for investigation and appropriate action. Submission of a written incident report to the principal is required by all district employees. Oral reports will also be considered official reports. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report. Once a report is received, the principal or his or her designee must initiate an investigation within forty-eight (48) hours for student well-being unless the need for additional time is appropriately documented. An appropriate intervention must be initiated within twenty (20) calendar days from the receipt of the report unless the need for more time is appropriately documented.<sup>2</sup> Parents of all students must be immediately informed if their student is involved in an act of harassment, intimidation, bullying or cyber-bullying. Restorative practices will be used to the extent practicable in those schools where training has been completed.

A school employee, student or volunteer who possesses reliable information that a student has electronically transmitted a credible threat to cause bodily injury or death to another student or school employee shall report such information to the Principal or other school administrator. The Principal shall, in consultation with the appropriate district administrative personnel, make a determination regarding the disposition of the report with respect to appropriate investigations and disciplinary actions.<sup>4</sup>

Bullying or cyber-bullying, which meets the definitions in (A)(i), (A)(ii), or (B) cited above, after investigation, must be reported to law enforcement for the purposes of a report and notice to the parent or legal guardian.<sup>7</sup>

Failure to report reliable information about an electronically transmitted credible threat to a student or employee may result in disciplinary action for the student or employee withholding the information. If a volunteer fails to report such information, the volunteer may be restricted from volunteering at any further school related activities.

A school employee, student or volunteer may not engage in reprisal or retaliation against a victim of, witness to, or person with reliable information about an act of harassment, intimidation, bullying or cyber-bullying.<sup>5</sup>

No student shall be the subject of reprisal for any report of bullying, harassment and intimidation. Students found to have perpetrated acts of reprisal shall be subject to appropriate disciplinary action as described in Board Policy J-191.<sup>5, 6</sup>

Consequences for a student found to have falsely accused another as a means of harassment, intimidation or bullying range from behavioral interventions up to and including suspension or expulsion, as permitted under Board Policy J-191.

The following factors will be considered in determining the appropriate response to students who commit one or more acts of harassment, intimidation, bullying or cyber-bullying:

1. The developmental level and maturity levels of the parties involved;
2. The levels of harm as determined by the student's ability to be educated in a safe and orderly environment;

3. The surrounding circumstances;
4. The nature of the behavior(s);
5. Past incidences or continuing patterns of behavior;
6. The relationships between the parties involved; and
7. The context in which the alleged incidents occurred.
8. The efficacy of restorative practices with the students involved.

Consequences and appropriate remedial action for students who commit acts of harassment, intimidation or bullying may range from behavioral interventions up to and including suspension or expulsion. The appropriate action will be consistent with established Board policy, case law, and federal and state statutes.

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Legal References:

1. If this concerns possible or alleged civil rights violations, please refer to Board Policy J-210. T.C.A. § 49-6-4501.
2. T.C.A. § 49-2-120.
3. T.C.A. § 49-6-4503.
4. T.C.A. § 49-6-4504.
5. T.C.A. § 49-6-4505(a).
6. T.C.A. § 49-6-4216(a)(2)(C) and § 49-6-4505(d).
7. T.C.A. § 39-17-308.

Approved as to Legal Form  
By Knox County Law Director 8/16/2024  
/Gary T. Dupler/Deputy Law Director

<u>Section J:</u>  <b>Students</b>	<b>Knox County Board of Education</b>		
	<b>Descriptor Term:</b>  <b>Student Conduct and Safe Relocation of Students</b>	<b>Descriptor Code:</b> <b>J-212</b>	<b>Issued:</b> <b>7/95</b>
		<b>Reviewed:</b> <b>12/23</b>	<b>Revised:</b> <b>2/24</b>

## GENERAL

The staff is authorized to take reasonable measures to establish appropriate school behavior. Any professional employee, certified and non-certified, shall have the authority to control the conduct of any student while under the supervision of the school system. This authority shall extend to all activities of the school, including all games and public performances of athletic teams and other school groups, trips, excursions and all other activities under school sponsorship and direction.

Such measures may include the use of reasonable or justifiable force to restrain, physically relocate or correct students and maintain order if a student is unwilling to cooperate.<sup>1</sup>

Each principal shall fully support the employees' authority under this policy and fully implement the policy and procedures of the system and disseminate this policy to students, faculty, staff and parents or legal guardians of students.

This policy shall be used consistent with policies regarding student discipline and comply with state and federal laws regarding the placement of students.

## STUDENT CONDUCT

A student shall not use violence, force, noise, coercion, threat, intimidation, fear, passive resistance or any other conduct which causes the disruption, interference or obstruction of any school purpose while on school property, in school vehicles or buses, or at any school-sponsored activity, function or event, whether on or off campus. Neither shall he urge other students to engage in such conduct.

No student shall plan to haze, engage in hazing, or commit any act that injures, degrades, or disgraces others. This includes verbal abuse, inappropriate remarks or touching, and/or threats against others.

A student in violation may receive punishment ranging from verbal reprimand to suspension and/or expulsion dependent on the severity of the offense and the offender's prior record.

## SAFE RELOCATION OF STUDENTS

Knox County Schools Employees, including but not limited to administrators, teachers, school support staff, bus drivers, cafeteria workers and school security officers, who are directly responsible for a student's education or who otherwise interact with students within the scope of their assigned duties may relocate a student from the student's present location to another location when such relocation is necessary for the student's safety or the safety of others.<sup>2</sup>

If steps beyond the use of reasonable or justifiable force are required, the student shall be allowed to remain in place until local law enforcement officers or school security officers can be summoned to

1 relocate the student or take the student into custody until such time as a parent or legal guardian can  
2 assume custody of the student.

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4 Teachers are authorized to intervene in a physical altercation between two (2) or more students, or  
5 between a student and LEA employees using reasonable or justifiable force upon a student, if necessary,  
6 to end the altercation by relocating the student to another location.<sup>2</sup>

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8 The Director of Schools will establish a procedure to record and maintain the details of each incident  
9 where a teacher or staff member relocates a student.

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42 Legal References:

- 43 1. T.C.A. § 39-11-603, 609-614, 621-622.  
44 2. T.C.A. § 49-6-4107.

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46 Approved as to Legal Form  
47 By Knox County Law Director 1/2/2024  
48 /Gary T. Dupler/Deputy Law Director  
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<u>Section J:</u>  <b>Students</b>	<b>Knox County Board of Education</b>		
	<b>Alcohol, Drug, and Tobacco Use</b>	Descriptor Code:	Issued:
		<b>J-220</b>	<b>7/95</b>
		Reviewed:	Revised:
		<b>12/23</b>	<b>3/19</b>

In order to protect the rights of students, to safeguard the learning environment, and to contribute to an alcohol, drug, and tobacco free environment, the Board's plan for addressing issues related to these substances shall include the following<sup>1</sup>:

1. Appropriate ways for handling alcohol/drug-related medical emergencies;
2. Guidelines for reporting alcohol/drug incidents and illegal activities;
3. Guidelines for referral of students who may have an alcohol/drug problem and/or are considered "high risk" to agencies and other sources of appropriate help;
4. Effective working relationships with appropriate community agencies, such as alcohol/drug service providers, law enforcement agencies and judicial officials; and
5. Availability of information promoting a drug free environment to each school community.

In accordance with state guidelines, the Director of Schools shall be responsible for:

1. Developing and implementing an appropriate curriculum on alcohol and drug education for students;
2. Providing adequate information and training for all staff personnel as appropriate to their responsibilities;
3. Implementing the relevant portions of the Drug-Free Youth Act<sup>2</sup>;
4. Developing administrative rules and guidelines for the school system to effectively respond to alcohol, drug, and tobacco use situations that may occur at school or school-sponsored events.

Students shall not use, possess, or distribute illegal drugs or alcoholic beverages or any tobacco products or electronic cigarette/vaping devices or be under the influence of illegal drugs or alcoholic beverages in school buildings or on school grounds, in school vehicles or buses, or at any school-sponsored activity at any time, whether on or off school grounds.

Students shall not market or distribute any substance which is represented to be or is substantially similar in color, shape, size or markings to a controlled substance in school buildings or on school grounds, in school vehicles or buses, or at any school-sponsored activity at any time, whether on or off school grounds.<sup>3</sup>

1 Upon information that a student is suspected of violating this policy, the principal of the school shall be  
2 notified immediately. If it is determined that board policy has indeed been violated, the principal shall  
3 notify the student's parent or guardian and the appropriate law enforcement officials,<sup>4</sup> if appropriate, and  
4 the student shall be subject to suspension.  
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40 Legal References:

- 41 1. TRR/MS 0520-1-3-.08(2)(d).  
42 2. T.C.A. § 55-10-701.  
43 3. T.C.A. § 39-17-423.  
44 4. T.C.A. § 49-6-4209.

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46 Approved as to Legal Form  
47 By Knox County Law Director 11/17/2023  
48 /Gary T. Dupler/Deputy Law Director  
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<u>Section J:</u>  <b>Students</b>	<b>Knox County Board of Education</b>		
	Descriptor Term:	Descriptor Code:	Issued:
	<b>Student Alcohol and Drug Testing</b>	<b>J-221</b>	<b>7/95</b>
		Reviewed:	Revised:
		<b>12/23</b>	<b>8/14</b>

Students shall be notified in writing at the beginning of each school year or at the time of enrollment that they are subject to testing for drugs and alcohol during the school year.<sup>1</sup> Should they determine that it is necessary and appropriate, principals are authorized to order drug tests for individual students when there is a reasonable cause to believe that:

1. The school board policy on alcohol and drug use has been violated;
2. A search of lockers, vehicles, persons, and/or containers produced evidence of the presence of drugs and/or alcohol;
3. Through observation or other reasonable information reported by a teacher, staff member or other student that a student is using drugs and/or alcohol on school property.

Upon receiving reasonable information and determining that completing a drug or alcohol test would be appropriate and necessary, the principal shall notify the student and the student's parents of the concern, the intent to administer a drug test and give the student an opportunity to decline the test. The student shall be advised of that declining the test shall constitute grounds for suspension from school and a hearing before the disciplinary hearing authority. The principal will then contact the contractor retained by the Knox County Schools for the purpose of performing drug and alcohol testing and request that the contractor send a representative to the school to properly collect a urine sample for testing.

Based upon the circumstances and nature of the information leading to the order for drug and alcohol testing, the principal shall determine if the student will be allowed to return to school before testing results are received or if the student shall be offered an alternative education program until the results are available.

Upon receiving a written, certified copy of the analysis from the laboratory, the principal shall do one of the following:

1. If the results of the analysis are negative, all evidence of the individual test, including all records in the school that the test was ordered and the reasons therefore, shall be destroyed.
2. If the results of the analysis are positive, the student and parents or legal guardian shall be given the written notice of the result. In addition, they shall receive referral information which shall include in-patient, out-patient, and community-based drug and alcohol treatment programs. The principal shall take appropriate disciplinary action as prescribed by Board of Education policy

The Knox County Schools shall bear the cost of administration for all student drug and alcohol tests ordered by school administrators.

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Legal Reference:

1. T.C.A. § 49-6-4213.

Approved as to Legal Form  
By Knox County Law Director 11/17/2023  
*/Gary T. Dupler/*Deputy Law Director



<b>Section J:</b>  <b>Students</b>	<b>Knox County Board of Education</b>		
	Descriptor Term:	Descriptor Code:	Issued:
	<b>Weapons and Dangerous Instruments</b>	<b>J-230</b>	<b>11/94</b>
		Reviewed:	Revised:
		<b>12/23</b>	<b>9/17</b>

Students shall not possess, handle, transmit, use or attempt to use any dangerous weapon<sup>1</sup> in school buildings or on school grounds at any time, or in school vehicles and/or buses or off the school grounds at a school-sponsored activity, function or event.

Dangerous weapons for the purposes of this policy shall include, but are not limited to "...any firearm, explosive, explosive weapon, bowie knife, hawk bill knife, ice pick, dagger, slingshot, switchblade knife, blackjack, knuckles..."<sup>1</sup>

Students who are found to have violated this policy shall be subject to disciplinary action in accordance with policies J-191 and J-194. The Director of Schools shall have the authority to modify this suspension requirement on a case-by-case basis.<sup>2</sup>

When it is determined that a student has violated this policy, the principal of the school shall notify the student's parents or legal guardian and the criminal justice or juvenile delinquency system as required by law.<sup>3</sup>

Students are further forbidden to use any instruments or substances such as chemicals, pencils, scissors, razors, or compasses with the intent to do harm in a manner which renders the item dangerous.

Students who violate this policy shall be subject to disciplinary action in accordance with policies J-191 and J-194.

Upon information that a student is suspected of violating this policy, the principal of the school shall be notified immediately.

The principal shall notify the student's parent or legal guardian and the appropriate law enforcement officials as required by law.<sup>2,3</sup>

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Legal References:

1. T.C.A. § 39-17-1309; 18 U.S.C. § 921.
2. Gun Free Schools Act 1994, §14601 (1)(2).
3. T.C.A. § 49-6-4209; Gun Free Schools Act 1994, §14602 (a).

Approved as to Legal Form  
By Knox County Law Director 11/17/2023  
/Gary T. Dupler/Deputy Law Director

<u>Section J:</u>  <b>Students</b>	<b>Knox County Board of Education</b>		
	Descriptor Term:	Descriptor Code:	Issued:
	<b>Use of Wireless Communication Devices in School</b>	<b>J-240</b>	<b>10/96</b>
		Reviewed: <b>6/25</b>	Revised: <b>7/25</b>

## PURPOSE

Wireless communication devices have many applications, some of which may be appropriate for student use during the school day. This policy outlines the permissible and appropriate use of such devices during school hours.

## DEFINITIONS

A “wireless communication device” (WCD) is a personal portable wireless device that has the capacity to provide voice, messaging, or other data communication between two or more parties.<sup>1</sup> WCDs include, but are not limited to cell phones, smart watches, smart glasses, and tablets.

A “district-issued device” refers to an electronic device, such as a laptop or tablet, purchased for student educational use during and outside of instructional time.

For the purposes of this policy, “instructional time” refers to scheduled in-class time in which students are expected to be learning during the school day. “Non-instructional time” refers to scheduled out-of-class time during the school day, such as breakfast and lunch or transition time between classes. The “school day,” for the purposes of this policy, is further defined as on-campus time between the designated start and end of the school day, as defined in Policy A-140.

## USE OF DISTRICT-ISSUED DEVICES

Knox County Schools is a 1:1 district, meaning every student is equipped with a district-issued device to assist with learning in and outside of the classroom. Use of district-issued devices are therefore exempt from the parameters outlined within this policy and may be used at the discretion of the school to facilitate learning.

## USE OF WIRELESS COMMUNICATION DURING THE SCHOOL DAY

WCDs may be stored in backpacks, purses, or personal carry-alls. However, the use of the devices during the school day is prohibited for all students except in the following circumstances:<sup>1</sup>

1. The principal authorizes a teacher to approve the use of WCDs for educational purposes during instructional time;
2. A student uses a WCD in the event of an emergency or to manage the student’s health;
3. A student’s use of a WCD during instructional time is included in the student’s Individualized Education Program (IEP), Section 504 plan, or Individual Learning Plan (ILP); or
4. A student with a disability uses a WCD to operate assistive technology to increase, maintain, or improve the student’s functional capabilities.

These restrictions are not intended to discourage the use of these devices for instructional purposes, but to establish parameters and appropriate oversight for their use. Improper use or storage of WCDs may result in confiscation of the device until it can be released directly to a student's parents and/or legal guardians. A student in violation of this policy is subject to related disciplinary action as defined in Policy J-191.

Knox County Schools is not liable for loss or damage to any wireless communication devices brought onto school campuses. Although Knox County Schools will take reasonable steps to protect a student's WCD should it be confiscated, KCS does not expressly or implicitly assume, and does not assume, any responsibility for loss of or damage to any WCD.

## **LOSS OF DEVICE PRIVILEGES**

Any device used outside these parameters may result in confiscation until it can be released directly to the student's parent or legal guardian. A teacher may withhold a WCD from a student during a class if the device is a distraction to the class or student.<sup>2</sup> A student who possesses a WCD in violation of this policy is subject to related disciplinary action, as defined in Policy J-191. Continued violation of this policy may also result in loss of WCD privileges. Additionally, students may lose WCD privileges for any policy violation that is related to or is the result of the use of a WCD.

## **PROHIBITED USE OF WIRELESS COMMUNICATION DEVICES**

In addition to the parameters established above, use of a WCD to bully, harass, or intimidate others will be subject to related disciplinary action, as defined in Policy J-191. Using a WCD for any illicit activity including but not limited to take, disseminate, transfer, or share obscene, pornographic, lewd, or otherwise illegal images, photographs, or similar material whether by electronic data transfer or otherwise may constitute a crime under State and/or Federal law. Any student taking, disseminating, transferring, possessing or sharing obscene, pornographic, lewd, illegal, or otherwise inappropriate images or photographs of other students or any other individual, particularly underage, at school, on a school bus or while attending any school event or activity will be subject to the disciplinary procedures of the school district and reported to law enforcement and other appropriate State or Federal agencies.<sup>3</sup>

## **COMMUNICATION IN THE EVENT OF AN EMERGENCY OR POSSIBLE EMERGENCY**

Students will be authorized to use WCDs for communication purposes in the event of an emergency or possible emergency. However, the principal or principal's designee will remain the primary point of contact for families in the event of an emergency or possible emergency. All emergency communication from the school or district will be shared through the district's mass communication system.

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### **Legal References:**

1. T.C.A. § 49-6-(cite pending).
2. T.C.A. § 49-6-4002.
3. T.C.A. § 37-1-403.

<b>Section J:</b>  <b>Students</b>	<b>Knox County Board of Education</b>		
	<b>Bus Conduct</b>	Descriptor Code:	Issued:
		<b>J-250</b>	<b>7/95</b>
		Reviewed:	Revised:
		<b>12/23</b>	<b>9/17</b>

The school bus is an extension of school activity; therefore, students shall conduct themselves on the bus in a manner consistent with the established standards for safety and classroom behavior.

Students are under the supervision and control of the bus driver while on the bus, and all reasonable directions given by the driver shall be followed.

Bus drivers shall inform a student's principal of any serious discipline problem and the principal may take disciplinary action as appropriate. A student may be denied the privilege of riding the bus if the principal determines that the student's behavior is such as to cause disruption on the bus, or if the student disobeys state or local rules and regulations pertaining to student transportation.

The suspension of a student from riding the school bus shall follow the same procedures as for any other school suspension.

Students who transfer from bus to bus while en route to and from school shall be expected to abide by the discipline policies adopted by the Board and rules adopted by the staff of the base school.

Legal Reference:

1. T.C.A. § 49-6-4102.

Approved as to Legal Form  
By Knox County Law Director 11/17/2023  
/Gary T. Dupler/Deputy Law Director

<b>Section J:</b>  <b>Students</b>	<b>Knox County Board of Education</b>		
	<b>Descriptor Term:</b>  <b>Dress Code</b>	<b>Descriptor Code:</b> <b>J-260</b>	<b>Issued:</b> <b>10/00</b>
		<b>Reviewed:</b> <b>12/23</b>	<b>Revised:</b> <b>1/24</b>

## **ELEMENTARY SCHOOL DRESS CODE**

The standards for elementary school dress reflect "common sense" and a concern for each child's comfort, safety, cleanliness, and sense of modesty. There is a strong relationship between neat, appropriate attire and a positive learning environment. Apparel or appearance which tends to draw attention to an individual rather than to a learning situation must be avoided.

To help create the best learning environment for elementary students, the following standards for student dress must be observed in all Knox County Elementary Schools:

1. Pants must not sag below the waist and must be at a safe length.
2. Head apparel, except for religious or medical reasons, must not be worn inside the school building.
3. Footwear is required and must be safe and appropriate for indoor or outdoor physical activity.
4. Clothing or accessories may not create disruption or display vulgar language or images and must not advertise products which students may not legally purchase.
5. For students in Grades 3-5, "short shorts", mini-skirts, and skin-tight outer materials without proper coverage are inappropriate attire.
6. For students in Grades 3-5, shirts, blouses, and dresses must completely cover the abdomen, back, and shoulders, and shirts or tops must cover the waistband of pants, shorts, or skirts with no midriff visible. Skin-tight outer materials are prohibited without appropriate coverage.

The school administration reserves the right to determine whether the student's attire and appearance are within the acceptable limits. In matters of opinion, the judgment of the principal/designee shall prevail.

The principal may allow exceptions for school-wide programs or special classroom activities.

The teachers and the principal will administer appropriate consequences for policy infractions.

## **MIDDLE AND HIGH SCHOOL DRESS CODE**

The following expectations for student dress have been established to promote a safe and optimum learning environment.

Apparel or appearance which tends to draw attention to an individual rather than to a learning situation must be avoided. In matters of opinion, the judgment of the principal/designee shall prevail.

The following standards will be observed in all Knox County Middle and High Schools:

1. Pants must be worn at the waist. No sagging allowed.
2. Shirts, blouses, and dresses must completely cover the abdomen, back, and shoulders and must have sleeves. Shirts or tops must cover the waistband of pants, shorts, or skirts with no midriff visible. Low-cut blouses, shirts, or tops or extremely tight tops, tube tops, or any top that exposes cleavage are prohibited.
3. Head apparel, except for religious or medical purposes, must not be worn inside the school building.
4. Footwear is required and must be safe and appropriate for indoor and outdoor activity.
5. Clothing and accessories such as backpacks, patches, jewelry, and notebooks must not display (1) racial or ethnic slurs/symbols, (2) gang affiliations, (3) disruptive, vulgar, or sexually suggestive language or images; nor, should they promote products which students may not legally buy; such as alcohol, tobacco, and illegal drugs.
6. Skirts, dresses, and shorts must be beyond mid-thigh length.
7. Sleepwear, pajamas, and/or blankets cannot be worn in school.
8. Prohibited items include (1) large, long and/or heavy chains, (2) studded or chained accessories, (3) sunglasses, except for health purposes, (4) sleepwear, and (5) skin-tight outer materials without appropriate coverage.

The school administration reserves the right to determine whether the student's attire is within the limits of decency and modesty. Administration should strive for consistency so the dress code is applied even-handedly to male and female students.

The principal may allow exceptions in special circumstances or occasions such as holidays or special performances and may further prescribe dress in certain classes such as physical education, vocational classes, and science labs.

Any student not attired in accordance with this policy shall be subject to correction of the violation. If a correction cannot be made, the student shall be subject to additional disciplinary measures as described in Policy J-191 "Misbehaviors and Disciplinary Options."<sup>1</sup>

This policy does not preclude individual schools from implementing standardized dress policies with permission from the Director of Schools and the Board of Education after extensive consultation with parents, teachers, and students. Any deviation from the system-wide policy must be submitted in writing to the Assistant Superintendent of Academics for review and recommendation to the Director of Schools and the Board of Education.<sup>2</sup>

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Legal References:

1. Knox County Board of Education Policy J-191 "Misbehaviors and Disciplinary Options."
2. U.S. Department of Justice, Office of Justice Programs, Manual on School Uniforms.

Approved as to Legal Form  
By Knox County Law Director 11/17/2023  
*/Gary T. Dupler/Deputy Law Director*

<b>Section J:</b>  <b>Students</b>	<b>Knox County Board of Education</b>		
	Descriptor Term:	Descriptor Code:	Issued:
	<b>Care of School Property</b>	<b>J-270</b>	<b>7/95</b>
		Reviewed:	Revised:
		<b>12/23</b>	<b>9/17</b>

Students shall help maintain the school environment, preserve school property and exercise care while using school facilities.

All district employees shall report all damage or loss of school property to the principal or designee immediately after such damage or loss is discovered. The principal or designee shall make a full and complete investigation of any instance of damage or loss of school property. The investigation shall be carried out in cooperation with law enforcement officials when appropriate.

School property is defined as buildings, buses, books, equipment, automated external defibrillators, records, instructional materials or any other item under the jurisdiction of the Board.

When the person causing damage or loss has been identified and the costs of repair or replacement have been determined, the principal, as directed by the Board of Education, shall take steps to recover these costs. This shall include recommending the filing of a civil complaint in court to recover damages. If the responsible person is a minor, recovery will be sought from the minor's parent or legal guardian.

In addition, the district may withhold the grades, diploma, and/or transcript of the student responsible for vandalism or theft or otherwise incurring any debt to a school until the student or the student's parent/legal guardian has made appropriate restitution for the damages as determined by the Superintendent.<sup>1</sup> When the minor and parent are unable to pay for the damages, the district shall provide a program of voluntary work for the minor. Upon completion of the work, the student's grades, diploma, and/or transcripts shall be released. Such sanctions shall not be imposed if the student is not at fault.

Legal Reference:

1. T.C.A. § 37-10-101 through 103.

Approved as to Legal Form  
By Knox County Law Director 11/17/2023  
/Gary T. Dupler/Deputy Law Director



<u>Section J:</u>  <b>Students</b>	<b>Knox County Board of Education</b>		
	<b>Alternative School Programs</b>	Descriptor Code:	Issued:
		<b>J-280</b>	<b>7/95</b>
		Reviewed:	Revised:
		<b>8/24</b>	<b>10/24</b>

The Board shall operate an alternative school program for students in grades 6-12 who have been suspended or expelled from regular school programs.<sup>1</sup> Except students who are eligible for special education, such change in a student's program shall be determined by the disciplinary hearing authority in accordance with the suspension policy of the Board and based upon recommendations from a team composed of the principal, the school counselor and the student, with or without the parents or legal guardians being present. Placement decisions for students who are eligible for special education shall be made by the IEP Team in accordance with the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act.<sup>2</sup> Students attending the Night Alternative School Program shall provide their own transportation.<sup>3</sup>

Teachers in alternative schools shall be certified by the state and shall be selected on the basis of interest and ability to work in alternative situations.

Student-teacher ratios shall be small enough to allow for adequate instruction but shall be determined by the age, behavior and academic achievement of students in the program.

Sufficient textbooks, equipment and supplies shall be provided by the assigned school. For the purposes of this policy, the "assigned school" shall refer to the student's zoned school or the student's receiving school if the student has received an approved transfer in accordance with Policy J-152 "Student Transfer Within the System."

Alternative school programs shall be operated in accordance with the rules of the State Board of Education and instruction shall proceed as nearly as practicable in accordance with the instructional programs at the student's assigned school.<sup>1</sup> All course work completed and credits earned in the alternative school shall be transferred to and recorded in the student's assigned school.<sup>3</sup> Credit earned and progress made shall be granted as if the work were performed in the assigned school.

The student shall be subject to all rules of the school and violations of such rules may result in the student's removal from the school for the duration of the original intended suspension or expulsion.<sup>1,3</sup> Violation of school rules shall not constitute grounds for extension of time spent in the alternative school. A student also may be removed from the alternative school if the student is not benefitting from the student's assignment to the school or program and all interventions available to help the student to succeed in the school or program have been exhausted unsuccessfully.<sup>4</sup> The recommendation to remove shall be made by the principal of the alternative school, with the final decision being made by the Director of Schools or their designee.

Students found to be eligible for special education in related circumstances shall be placed and served in accordance with the law and rules relating to special education.

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Legal References:

1. Tennessee State Board of Education, Administrative Rules and Regulations § 0520-1-2-.09(2).
2. See 20 U.S.C. § 1400 et seq. and 29 U.S.C. § 794, respectively.
3. C.S.C. v. Knox County Board of Education 2006 W.L. 3731304 (Tenn. Ct. App. 2006).
4. T.C.A. § 49-6-3402.

Approved as to Legal Form  
By Knox County Law Director 8/16/2024  
*/Gary T. Dupler/Deputy Law Director*

<u>Section J:</u>  <b>Students</b>	<b>Knox County Board of Education</b>		
	Descriptor Term:	Descriptor Code:	Issued:
	<b>Alternative School Services</b>	<b>J-281</b>	<b>7/03</b>
		Reviewed:	Revised:
		<b>12/23</b>	<b>1/22</b>

I. Students who have been suspended from their regular school program for longer than ten (10) consecutive school days shall be offered alternative school services unless the principal determines that the student poses a threat to the safety of the school community. If a principal determines that a student poses a threat to the safety of the school community, the student can appeal that determination to the Superintendent.

II. Students expelled pursuant to zero tolerance, shall be considered for alternative school placement.<sup>1</sup> The Director of Schools shall review the records of each individual student who has been expelled pursuant to Zero Tolerance to determine whether it is appropriate to offer alternative school services. The Director of Schools' decision shall be based on the summary of records from the principal's hearing, the alternative education services review, and such additional evidence as the Superintendent may deem appropriate.

It is the intent of the Board that the Director of Schools will offer alternative school services to students expelled pursuant to Zero Tolerance unless they have engaged in behaviors that pose a threat to the safety of the school community. The Director of Schools may at his discretion offer alternative school services to students who engage in the following behaviors:

1. Possession of a firearm while on Knox County Schools property, on a school bus or at any Knox County School sponsored activity;
2. Sale or distribution of legend drugs or controlled substances to other students while on Knox County Schools property, on a school bus or at any Knox County School sponsored activity;
3. Uses a weapon to threaten or inflict bodily harm on another student, or any Knox County School's employee, SRO, or any Knox County or City of Knoxville law enforcement officer assigned to patrol a Knox County Schools property;
4. Commits a battery on a Knox County School's employee, SRO, or any Knox County or City of Knoxville law enforcement officer assigned to patrol a Knox County Schools property while on Knox County Schools property, on a school bus, or at any Knox County School sponsored activity; and
5. Possession of explosive or incendiary device.

III. A student who is suspended or expelled from Knox County Schools who is not offered Alternative School may appeal the denial of services. The appeal must be filed in writing with the Director of Schools within five (5) days after receipt of the notice and may be filed by the parent/legal guardian, the student or any person designated by the student.

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Legal Reference:

1. T.C.A. § 49-6-4216 (b)(1).

Approved as to Legal Form  
By Knox County Law Director 11/17/2023  
*/Gary T. Dupler/Deputy Law Director*

<u>Section J:</u>  <b>Students</b>	<b>Knox County Board of Education</b>		
	<b>Unsafe School Choice</b>	Descriptor Term:	Descriptor Code:
			<b>J-290</b>
		Issued:	<b>6/04</b>
		Reviewed:	Revised:
		<b>12/23</b>	<b>2/24</b>

In accordance with Tennessee State Board of Education policy, every local education agency (LEA) shall implement the Tennessee Unsafe School Choice Policy by providing any student who attends a persistently dangerous school, or any student who has been the victim of a violent crime while at school, the opportunity to attend a safe school.

### **PERSISTENTLY DANGEROUS SCHOOLS**

Any public elementary school or secondary school, with the exception of a school established specifically for serving suspended or expelled students or students with behavioral disabilities, shall be considered persistently dangerous if it meets the following criteria for three consecutive years:

1. Has violence-related disciplinary actions as reported on the Annual Report of Zero Tolerance Offenses. Violence related disciplinary actions shall be defined as any of the following: possession/use of a firearm, battery of a teacher or school employee (including a school resource officer assigned to the school), and possession/use of a weapon other than a firearm; or
2. Has students who have been the victim of a violent crime at school as defined in this policy; and
3. The sum of violence-related disciplinary actions and/or incidents of student victimization identified in criteria #1 and criteria #2 above are equal to or greater than 3% of the school's average daily membership.

### **REQUIRED ACTIONS**

Year 1: Any school meeting the criteria identified above shall receive notification from the Tennessee department of Education. The district shall direct available federal and state resources to the school to identify problems and implement corrective action.

Year 2: Any school meeting the criteria for the second consecutive year shall evaluate its current school safety practices and submit a corrective action plan to the Tennessee Department of Education.

Year 3: Any school meeting the criteria identified above for three consecutive years shall be designated by the Tennessee Department of Education as a persistently dangerous school. Within 30 days of receiving notice of the designation the director of schools shall:

1. Notify the parents or legal guardians of all students attending the school that the school has been designated by the Tennessee Department of Education as a persistently dangerous school and provide for all students will be given safe school choice.<sup>1</sup>
2. Submit a corrective action plan to the Commissioner of Education outlining the specific actions and timetable that the school will follow to insure the safety of students and faculty.

**RIGHT OF APPEAL**

A school designated as a persistently dangerous school shall have the right to appeal the designation. The appeal must be submitted by the director of schools to the Commissioner of Education within 15 calendar days of being notified of the persistently dangerous designation and must present clear evidence that the school provides a safe and disciplined learning environment for all students. A committee of practitioners appointed by the Commissioner of Education shall review the appeal within 15 calendar days.

**REMOVAL OF DESIGNATION**

Upon implementation of the approved corrective action plan and the completion of one school year with a level of dangerous incidents below the criteria established above, a school shall no longer be considered persistently dangerous.

**VICTIM OF A VIOLENT CRIME AT SCHOOL**

A student shall be considered the victim of a violent crime at school when the following criteria are met:

1. Evidences found to reasonably indicate that the student has been the victim of any of the applicable offenses as defined under T.C.A. § 40-38-111(g) or the attempt to commit one of the applicable offenses as defined under T.C.A. § 39-12-101; and,
2. The offense occurred while the student was attending school or traveling to or from school on a school bus.

**REQUIRED ACTIONS**

1. The building administrator or a designated representative of a school where an alleged incident of student violent crime victimization has occurred shall immediately report the incident to the appropriate law enforcement agency, and Knox County School Security.
2. Promptly following an investigation by Knox County School Security, personnel shall determine whether or not reasonable evidence exists to indicate that a student has been the victim of a violent crime. Identification of a perpetrator and/or the filing of criminal charges shall not be considered a prerequisite for determining that a student has been victimized.
3. Upon determination that a student has been victimized, and within ten (10) school days of the event, the director of schools shall offer the student and his/her parent(s) or legal guardian(s) safe school choice.
4. The Knox County School Security personnel shall file a report with the Tennessee Department of Education as requested by the Commissioner.

**PARENT NOTIFICATION**

Every public school shall annually notify parents that if their child is the victim of a violent crime at school, the child has the right to attend another grade-appropriate public school in the district.

**DEFINITIONS**

For the purposes of this policy, the following definitions shall apply:

**Safe School Choice:** The student and his/her parent(s) or legal guardian(s) are provided an opportunity to transfer to another school within the local education agency (LEA) that is safe for the student. To the extent possible, the LEA shall allow transferring students to transfer to a school that is making adequate yearly progress and has not been identified as being in school improvement, corrective action or restructuring. The LEA is encouraged to take into account the needs and preferences of the affected students and parents. The LEA shall assume necessary transportation costs associated with the student attending a safe school. An LEA with only one school at a particular grade level may choose to facilitate a transfer to a school in another school district; however, such transfer shall not be required.

**Violence-Related Disciplinary Actions:** A violence-related disciplinary action is one taken for any of the following offenses:

1. Possession or use of a firearm, as defined in 18 U.S.C. § 921.
2. Battery of a teacher or school employee (including a school resource officer assigned to the school). For purposes of this policy, battery is defined as intentional or reckless physical contact with a person without his or her consent that causes bodily injury.
3. Possession or use of a weapon other than a firearm (as defined in T.C.A. § 39-17-1309).

**Violent Crime:** Applicable offenses as identified and defined in T.C.A. § 40-38-111(g).

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**Legal References:**

1. NCLB 2001; Section 9532, as updated by the Every Student Succeeds Act.
2. T.C.A. § 40-38-111(g).
3. T.C.A. § 39-12-101.
4. 18 USC § 921.
5. T.C.A. § 39-17-1309.

Approved as to Legal Form  
By Knox County Law Director 1/3/2024  
/Gary T. Dupler/Deputy Law Director

<b>Section J:</b>  <b>Students</b>	<b>Knox County Board of Education</b>		
	Descriptor Term:	Descriptor Code:	Issued:
	<b>Criminal Gang Awareness</b>	<b>J-300</b>	<b>10/08</b>
		Reviewed:	Revised:
		<b>12/23</b>	

Knox County Schools prohibit the activities of criminal gangs on school property. Students, grades six through twelve (6-12), are prohibited from:

- (1) Wearing, while on school property, any type of clothing, apparel or accessory, including that which denotes such students' membership in or affiliation with any criminal gang;
- (2) Any activity that encourages participation in a criminal gang or facilitates illegal acts of a criminal gang; and
- (3) Any conduct that is seriously disruptive to the educational process or endangers persons or property.

Knox County Schools, in consultation with local law enforcement, shall annually evaluate the threat to and influence on school children by gangs in the community. If KCS finds that there is a substantial threat or influence on school children by gangs, then KCS shall institute gang awareness education for elementary and middle school students and their parents in schools or neighborhoods with gang activity or the potential for gang activity.

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Legal References:

1. T.C.A. § 49-6-4215.
2. T.C.A. § 49-1-214.

Approved as to Legal Form  
By Knox County Law Director 11/17/2023  
/Gary T. Dupler/Deputy Law Director



<b>Section J:</b>  <b>Students</b>	<b>Knox County Board of Education</b>		
	Descriptor Term:	Descriptor Code:	Issued:
	<b>Adjudicated Delinquent Students</b>	<b>J-310</b>	<b>10/08</b>
		Reviewed:	Revised:
		<b>12/23</b>	<b>9/17</b>

If a student has at any time been adjudicated delinquent for any offense listed in Tennessee Code Annotated § 49-6-3051(b), the parents, legal guardians, or legal custodians, including the Department of Children's Services acting in any capacity, and a school administrator of any school having previously received the same or similar notice from the juvenile court or another source shall provide to a school principal, the abstract provided under T.C.A. § 37-1-153 or § 37-1-154 or other similar written information when any student:

- (1) Initially enrolls in Knox County Schools;
- (2) Resumes school attendance after suspension, expulsion, or adjudication of delinquency; or
- (3) Changes schools within the state of Tennessee.

The parents, legal guardians, or legal custodians, including the Department of Children's Services acting in any capacity, shall provide notification if a student has been adjudicated delinquent for:

- (1) An offense involving:
  - a. First degree murder;
  - b. Second degree murder;
  - c. Rape;
  - d. Aggravated rape;
  - e. Rape of a child;
  - f. Aggravated rape of a child;
  - g. Aggravated robbery;
  - h. Especially aggravated robbery;
  - i. Kidnapping;
  - j. Aggravated kidnapping;
  - k. Especially aggravated kidnapping;
  - l. Aggravated assault;
  - m. Felony reckless endangerment;
  - n. Aggravated sexual battery; or

## (2) A violation of:

- a. Voluntary manslaughter, as defined as in T.C.A. § 39-13-211;
- b. Criminally negligent homicide, as defined in T.C.A. § 39-13-212;
- c. Sexual battery by an authority figure, as defined in T.C.A. § 39-13-527;
- d. Statutory rape by an authority figure, as defined in T.C.A. § 39-13-532;
- e. Prohibited weapon, as defined in T.C.A. § 39-17-1302;
- f. Unlawful carrying or possession of a firearm, as defined in T.C.A. § 39-17-1307;
- g. Carrying weapons on school property, as defined in T.C.A. § 39-17-1309;
- h. Carrying weapons on public parks, playgrounds, civic centers, and other public recreational buildings and grounds, as defined in T.C.A. § 39-17-1311;
- i. Handgun possession, as defined in T.C.A. § 39-17-1319;
- j. Providing handguns to juveniles, as defined in T.C.A. § 39-17-1320; or
- k. Any violation of T.C.A. § 39-17-417 that constitutes a Class A or Class B felony.

When the principal or the principal's designee is notified of the student's adjudication pursuant to subsection (a), the principal or the principal's designee may convene a meeting to develop a plan to set out a list of goals to provide the child an opportunity to succeed in school and provide for school safety, a schedule for completion of the goals and the personnel who will be responsible for working with the child to complete the goals.

The abstract and information shall be shared only with the employees of the school having responsibility for classroom instruction of the child and the school counselor, social worker or psychologist who is involved in developing a plan for the child while in school, and with the school resource officer, and any other person notified. The information is otherwise confidential and shall not be shared by school personnel with any other person or agency, except as may otherwise be required by law. The abstract or other similar information and the student plan shall not become part of the child's student record.

It is an offense for any school personnel to knowingly share information with any person other than those listed by law. A violation of this is a Class C misdemeanor, punishable by a fine.

It is an offense for a parent or legal guardian to knowingly fail to provide notification as required by law. A violation of this is a Class C misdemeanor, punishable by a fine.

If it becomes apparent that any employee of the Department of Children's Services knowingly failed to notify the school, as required by law, the Commissioner of the Department of Children's Services shall be notified and take appropriate action against such employee.

If school attendance is a condition of probation or if the child is to be placed in the custody of a state agency and is to be placed in school by a state agency or by a contractor of the state agency, the court shall then enter an order directing the youth service officer, probation officer, or the state agency to notify the school principal in writing of the nature of the offense and probation requirements, if any, related to school attendance, within five (5) days of the order or before the child resumes or begins school attendance, whichever occurs first.

If an information release is executed in compliance with T.C.A. § 33-3-109 that provides the principal or other designated school personnel access to certain information concerning the child, the principal or other school personnel may work with the child's mental health provider to develop an appropriate plan.

Upon the subsequent enrollment of any such student in any other school district, the parents or custodians of such student, and the administrator of any school having previously the same or similar notice, shall notify the receiving school.

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Legal References:

1. T.C.A. § 49-6-3051.
2. T.C.A. § 37-1-131(a)(2)(B).
3. T.C.A. § 37-1-153.
4. T.C.A. § 39-1-154.

Approved as to Legal Form  
By Knox County Law Director 11/17/2023  
/Gary T. Dupler/Deputy Law Director

<u>Section J:</u>  <b>Students</b>	<b>Knox County Board of Education</b>		
	Descriptor Term:	Descriptor Code:	Issued:
	<b>Independent Evaluations of Students</b>	<b>J-320</b>	<b>7/95</b>
		Reviewed: <b>12/23</b>	Revised: <b>1/24</b>

The Knox County Board of Education shall not pay for the independent evaluations of students unless requests for such evaluations are made to the appropriate administrators and meet appropriate criteria.

Independent evaluations shall be done under the same criteria as the evaluation conducted by KCS. Criteria are available through the Director of Special Education.

Approved as to Legal Form  
By Knox County Law Director 11/17/2023  
/Gary T. Dupler/Deputy Law Director

<u>Section J:</u>  <b>Students</b>	<b>Knox County Board of Education</b>		
	<b>Student Counseling Program</b>	Descriptor Code:	Issued:
		<b>J-330</b>	<b>7/95</b>
		Reviewed:	Revised:
		<b>12/23</b>	<b>2/24</b>

The school counseling program shall provide comprehensive services aligning with the Tennessee Comprehensive School Counseling Model of Practice. School counselors work strategically as part of an instructional team to promote student success. Serving as leaders and advocates, school counselors work collaboratively to provide services in a comprehensive, developmental, and preventative manner.<sup>1</sup>

School counselors shall implement a comprehensive school counseling program which incorporates standards of achievement in the areas of academic development, social personal development, and college and career readiness. The program must incorporate a team approach, academic development, social and personal development, college and career readiness competency development, deficiency remediation, and systemic implementation.

## **QUALIFICATIONS**

The school counselor shall be licensed by the Tennessee Department of Education and shall have the training needed for fulfilling the responsibilities and specialized job assignments.

## **USE OF TIME**

To deliver an effective comprehensive school counseling program, school counselors shall spend the majority of their time in direct and student support services to students. The ASCA National Model recommends that school counselors spend 80 percent of their time providing direct services to students or working on behalf of students. The remaining 20 percent of a counselor's time should be spent working on the foundation, management, and accountability components of the counseling program. A small percentage of this time can also be spent in fair share responsibilities. The 80/20 time breakdown reflects the program delivery over the course of the entire school year.

The school counselor shall include the following activities in the delivery component:

1. Deliver large group, classroom, and school-wide curricula designed to help students achieve mastery of counseling standards appropriate for their developmental level;
2. Utilize individual student appraisal and advisement to help all students plan, monitor, and manage their own learning as well as to achieve in academics, personal and social development, and college and career readiness;
3. Provide individual and group counseling to address students' immediate needs and concerns and resolve academic, social and personal, or college and career issues that are interrupting learning;
4. Provide support and assistance to students and school community to navigate critical and emergency situations;

5. Make students and families aware of school and community resources that can provide additional information or assistance to help students be successful;
6. Share strategies that support student achievement with parents, teachers, other educators, or community organizations through consultation; and
7. Collaborate with other educators, parents, and the community to support student achievement and advocate for access and equity for all students through teaming, partnering, participating on school/district committees, and facilitating parent or staff workshops.

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Legal Reference:

1. Tennessee State Board of Education Policy 5.103; Tennessee State Board of Education Policy 4.204.

Approved as to Legal Form  
By Knox County Law Director 1/2/2024  
/Gary T. Dupler/Deputy Law Director

<b>Section J:</b>  <b>Students</b>	<b>Knox County Board of Education</b>		
	<b>School and Student Health Services</b>	Descriptor Code:	Issued:
		<b>J-350</b>	<b>7/95</b>
		Reviewed:	Revised:
		<b>12/23</b>	<b>2/24</b>

## **SCHOOL HEALTH SERVICES**

School Health Services works in collaboration with school administrators to provide an environment that protects and promotes health of all students. The school nurse provides an opportunity for individualized student health assessments, health education and promotion of a healthy lifestyle. School nurses utilize community and school resources to assist students, school personnel and families in obtaining improved health outcomes.

The School Health Services program<sup>1</sup> includes but is not limited to:

1. Maintenance of a safe, sanitary and healthy school environment.
2. Promotion of healthy living.
3. Recognition of physical, mental or emotional well-being of students and/or school personnel.
4. Verification of a well visit physical examination and required immunization for all students except those exempt by statute initially entering Knox County Schools when immunization requirements change.<sup>2</sup>
5. Verification of a Tennessee Secondary School Athletic Association (TSSAA) physical for students prior to participation in interscholastic athletics.<sup>3</sup>
6. Compilation of cumulative health records when necessary.
7. A record for each student which contains information as to how and where to contact parents in case of emergency.
8. A report of each accident taking place while the student is under the jurisdiction of the school and notification of parent(s)/legal guardian(s) of any accident, injury, or incident.
9. Procedures for reporting suspected child abuse or neglect.<sup>4</sup>
10. Plans for excluding students with communicable disease and for readmission following recovery in accordance with the Tennessee Department of Health's Division of Communicable and Environmental Disease Services Rules and Regulations.<sup>5,6</sup>
11. Procedures for administering and recording medications.

12. Development of Individual Health Plans, participation in Individualized Education Plan (IEP) Team meetings, and 504 accommodation plans when health related.
  - a. As warranted by the student's condition or diagnosis, an Individual Health Plan (IHP) will be completed by the registered nurse.
  - b. The IHP shall include:
    - i. Emergency care procedures;
    - ii. A nursing assessment;
    - iii. Physician's orders; and
    - iv. Parental authorization.
  - c. The school nurse is responsible for updating and maintaining each IHP.
13. Completion of health assessment by a registered nurse for any child with acute or chronic health issues.
14. Maintenance of confidentiality as outlined by the Health Insurance Portability and Accountability Act (HIPAA) and/or the Family Educational Rights and Privacy Act (FERPA).
15. Development of a "Drug Free Schools Policy" addressing drug and alcohol-related medical emergencies, guidelines for reporting drug and alcohol-related incidents and referral of students.
16. Development of an HIV-related illness and AIDS policy to ensure all children with HIV, HIV-related illness, and AIDS infection who enroll in a Tennessee public school are able to attend and participate.

## **HEALTH CARE PROCEDURES IN A SCHOOL SETTING**

1. All health care procedures, including the administration of medication, shall be conducted in accordance with the Guidelines for Use of Health Care Professionals and Health Care Procedures in a school setting produced by the Tennessee Department of Education and the Tennessee Department of Health.
2. If a student is performing an invasive procedure, that student should have at minimum a biannual nursing assessment of competency and proficiency as well as an IHP. Every attempt should be made on an individual basis to allow a child who is independent to continue self-management.
3. Any health care procedure a student is not capable or competent to perform must be performed by a licensed health care professional in accordance with applicable guidelines of their respective regulatory boards. A physician's order and parental authorization are required for any health care procedures performed by a licensed health care professional in a school setting. The written parental authorization shall be kept in the student's school records.
4. Any student with acute or chronic health issues should have a health assessment completed by a registered school nurse.



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Legal References:

1. TRR/MS § 0520-01-13(1)(a)(b)(c)(d).
2. TRR/MS § 0520-01-13(1)(b).
3. TRR/MS § 0520-01-13(1)(a).
4. T.C.A. § 37-1-403.
5. TRR/MS § 0520-01-13(1)(c).

Cross Reference:

- Knox County Board of Education Policy J-357 "Student Communicable Diseases."

Approved as to Legal Form

By Knox County Law Director 1/2/2024

/Gary T. Dupler/Deputy Law Director

<u>Section J:</u>  <b>Students</b>	<b>Knox County Board of Education</b>		
	Descriptor Term:	Descriptor Code:	Issued:
	<b>Physical Examinations and Immunizations</b>	<b>J-351</b>	<b>7/95</b>
		Reviewed:	Revised:
		<b>12/23</b>	<b>2/24</b>

## **PHYSICAL EXAMINATIONS**

The principal and school nurse shall ensure that there is a complete physical examination of every student entering school for the first time and every student participating in interscholastic athletics.

Children of active members of the military or Tennessee National Guard are not required to obtain a physical evaluation from a Tennessee health care provider prior to enrolling in a Tennessee school.

A child or youth determined to be homeless cannot be denied admission to any school or school facility due to not being able to produce a physical examination record. The enrolling school must comply with any and all federal laws pertaining to the educational rights of children and youth experiencing homelessness, including the McKinney-Vento Homeless Assistance Act.

## **KINDERGARTEN REQUIREMENT**

A physical examination must be completed by a medical provider and dated within 12 months prior to the first day of school. The form to be completed is the Tennessee School Immunization Certificate which may be obtained from a health care provider. A student may be enrolled without this information but must file it with the school within 30 calendar days or risk dismissal.

## **FIRST - TWELFTH GRADE REQUIREMENT**

Written proof of a medical examination completed by a medical provider. This includes proof brought in person or provided in records from the previous school. A student may be enrolled in school without this information but must file it with the school within 30 calendar days or risk dismissal.

Physical examinations contained in records from students transferring from other school systems may be accepted if stated guidelines are met.

Cost of the examination shall be borne by parent or legal guardian of the student. All physical and immunization records shall be kept on file in the student's cumulative record.

## **IMMUNIZATIONS**

Students entering school, including those entering pre-school, kindergarten or those students from out-of-state, nonpublic schools, and students entering seventh grade will not be permitted to enroll (or attend) without required immunizations, as determined by the Commissioner of Public Health.<sup>1,4</sup> It is the responsibility of the parents or legal guardians to have their children immunized and to provide such proof to the school which the student is to attend.<sup>2</sup>

Exceptions, in the absence of an epidemic or immediate threat thereof, shall be granted to any child whose parent or legal guardian shall file with school authorities a signed Refusal Due to Personal Religious Beliefs document; or due to medical reasons if such child has a written statement from a medical provider excusing him/her from such immunizations.<sup>3</sup> Proof of exceptions shall be in writing and filed in the same manner as other immunization records.

A child or youth determined to be homeless cannot be denied admission to any school or school facility if the child or youth has not yet been immunized or is unable to produce immunization records due to being homeless. The enrolling school shall comply with any and all federal law's pertaining to the educational rights of homeless children and youth, including the McKinney-Vento Homeless Assistance Act.

An immunization certificate containing documentation of other required health information (physical examination, vision/hearing screening) must be provided in addition to the religious exemption form or the written statement due to medical reasons from a medical provider.

Knox County Schools must ensure schools provide parents and legal guardians with information about meningococcal disease and the effectiveness of vaccination against meningococcal disease at the beginning of every school year. This information must include the causes, symptoms, and means by which meningococcal disease is spread and the places where parents and legal guardians may obtain additional information and vaccinations for their children.<sup>5</sup>

Knox County Schools must ensure schools provide parents and legal guardians with information about influenza disease and the effectiveness of vaccinations against influenza at the beginning of every school year. This information must include the causes, symptoms, and means by which influenza is spread and the places where parents and legal guardians may obtain additional information and vaccinations for their children.

A list of transfer students shall be kept at each school throughout the school year in order that their records can be monitored by school nurses or the Tennessee Department of Health.

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Legal References:

1. T.C.A. § 49-6-5001(a)(c) (1); TRR/MS § 0520-1-3-.08(2)(a).
2. TRR/MS § 0520-1-3-.08(2)(a).
3. T.C.A. § 49-6-5001(b)(2); T.C.A. § 49-6-5001(c)(2).
4. T.C.A § 49-6-5002(a)(2).
5. T.C.A § 49-6-5005.

Approved as to Legal Form  
By Knox County Law Director 1/2/2024  
/Gary T. Dupler/Deputy Law Director

<u>Section J:</u>  <b>Students</b>	<b>Knox County Board of Education</b>		
	<b>Medication</b>	Descriptor Term:	Descriptor Code:
			<b>J-352</b>
		Issued:	<b>7/95</b>
		Reviewed:	<b>12/23</b>
		Revised:	<b>2/24</b>

Students who are required to take medication(s) during school hours must comply with the regulations established by the Tennessee Department of Health and Education. Over the counter medications are included in these regulations. The regulations are as follows:

1. Knox County Schools has the final decision-making authority with respect to the administration of and/or to reject requests for administering medications.
2. Written orders must be provided by a licensed healthcare provider. The order must include, student name, prescription number, name of the drug, dosage, frequency, route, and time administered, potential side effects, discontinuation date, and method of storage.
3. The student's parent or legal guardian must give permission in writing for school personnel to assist the student with self-administration of medications. The written permission shall be kept on file in the student's school records.
4. The student must be competent to self-administer nonprescription or prescription medication with assistance.
5. The student's condition for which medication is authorized or prescribed must be stable according to the student's prescribing doctor.
6. Medications administered at school should be limited to those required during school hours which are necessary to maintain the student's health and those needed in the event of an emergency.
7. Each medication requires a separate Medication Administration Form, signed by the prescribing health care provider and parent/legal guardian. The Medication Administration Form must be renewed each school year. Medication(s) changes during the school year require a new Medication Administration Form.
8. Medication(s) must be brought to the school by an adult. Students may not carry medications of any kind on their person with the exception of asthma inhalers, Epi-Pens (anaphylaxis medications), pancreatic enzymes or insulin delivery systems with written permission from a parent and authorization by a medical health care provider. Failure to properly register medication shall lead to a presumption that any such medication is not lawfully in the possession of the student.
9. Medications must be in appropriate containers, properly labeled by a licensed medical care provider or pharmacy. Over-the-counter (OTC) medication(s) prescribed for a student must be provided in its original unopened, labeled, unexpired container and identified student's written name.

10. If included in the student's medical management plan and in the Individualized Health Plan (IHP), a student with diabetes shall be permitted to perform blood glucose checks, administer insulin, treat hypoglycemia and hyperglycemia, and otherwise attend to the care and management of the student's diabetes in any area of the school or school grounds and at any school-related activity, and shall be permitted to possess on the student's person at all times all necessary diabetes monitoring and treatment supplies, including sharps. Any sharps involved in diabetes care shall be stored in a secure but accessible location, including the student's person, until use of the sharps is appropriate. Use and disposal of sharps shall be in compliance with the guidelines set forth by the Tennessee Occupational and Safety and Health Administration (TOSHA).
11. Upon receiving, the quantity of medication must be confirmed and documented by the school nurse or designated school employee and parent/legal guardian on the Medication Administration Record. A secure/locked location must be provided for medication storage.
12. All medications self-administered must contain the following documentation on the Medication Administration Record: time, date of administration, and signature of person administering. Medication records will be kept in the student's cumulative record when completed.
13. Only a school nurse can make changes to the Medication Administration Record. A written authorization from the licensed prescriber and parent is required.
11. School Nurses will monitor the administration, documentation, and storage of all medications on a regular basis. Only school nurses, trained school personnel, or a pictured-identified parent/legal guardian can administer medication(s) during school hours. A school nurse must train school personnel on medication administration yearly and as needed for reinforcement.
12. The parent/legal guardian is responsible for picking up any unused medication at the end of the treatment, out-of-date medication, or at the end of the school year. The parent/legal guardian will be notified to pick-up the medication. After notification attempts, if not picked-up in 14 days, the medication shall be destroyed per Knox County Schools procedures.
13. Medications must be destroyed by the school nurse or school administrator to include documentation and witnessed by at least one other school employee.
14. In the event a dosage is not administered as ordered or any other medication error occurs, a Medication Error Form must be completed and submitted to the Health Services Supervisor. The school nurse and parent or legal guardian must be notified.
15. If the medication is not time-critical (stat doses, one-time, loading doses, PRN medications) medications can be administered 1 hour before or after the scheduled time.
16. Any person assisting in self-administration shall not be liable in any court of law for injury resulting from the reasonable and prudent assistance in the self-administration of such medication, if performed pursuant to the policies and guidelines developed by the Tennessee Departments of Health and Education and approved by applicable regulatory or governing boards or agencies.

Legal References:

1. T.C.A. § 49-50-1601.
2. T.C.A. § 49-50-1602.
3. TRR/MS § 0520-01-03 (5)(a)(b)(c)(d).
4. Guidelines for Use of Health Care Professionals and Health Care Procedures in a School Setting.
5. Institute for Safe Medication Practices Guidelines.

Approved as to Legal Form  
By Knox County Law Director 1/2/2024  
/Gary T. Dupler/Deputy Law Director

<b>Section J:</b>     <b>Students</b>	<b>Knox County Board of Education</b>		
	<b>HIV, HIV-Related Illness and Acquired Immune Deficiency Syndrome (AIDS)</b>	Descriptor Code:	Issued:
		<b>J-353</b>	<b>7/95</b>
		Reviewed:	Revised:
		<b>12/23</b>	<b>1/22</b>

The Knox County School System shall strive to protect the safety and health of children and youth in our care, as well as their families, our employees, and the general public. Staff members shall cooperate with public health authorities to promote these goals.

The risk of transmitting human immunodeficiency virus (HIV) is extremely low in school settings when current guidelines are followed. The presence of a person living with HIV infection or diagnosed with acquired immune-deficiency syndrome (AIDS) poses no significant risk to others in school, day care, or school athletic settings.

### 1. School Attendance

A student with HIV infection has the same right to attend school and receive services as any other student and will be subject to the same rules and policies. HIV infection shall not factor into decisions concerning class assignments, privileges, or participation in any school-sponsored activity.

School authorities will determine the educational placement of a student known to be infected with HIV on a case-by-case basis by following established policies and procedures for students with chronic health problems or students with disabilities. Decision makers must consult with the student's physician and parent or legal guardian; respect the student's and family's privacy rights; and reassess the placement if there is a change in the student's need for accommodations or services.

School staff members will always strive to maintain a respectful school climate and not allow physical or verbal harassment of any individual or group by another individual or group. This includes taunts directed against a person living with HIV infection, a person perceived as having HIV infection, or a person associated with someone with HIV infection.

### 2. Confidentiality

Students are not required to disclose HIV infection to anyone in the education system. In accordance with Health Insurance Portability and Accountability Act (HIPAA) and Family Educational Rights and Privacy Act (FERPA) and all other applicable state and federal laws, no information regarding a student's HIV status shall ever be disclosed to any individual or organization without a court order or the informed, written, signed, and dated consent of the person with HIV infection (or the parent or legal guardian of a legal minor). The written consent must specify the recipient of the information and the purpose of the disclosure. Information pertaining to a person's HIV status shall not be faxed. HIV-related information is confidential regardless of the source, including whether the information is obtained intentionally or unintentionally from the person with HIV/AIDS or through oral, written, or electronic communication from another source.

1 Disclosure of HIV-related information could result in a loss of privacy, harassment, and  
2 discrimination. Unauthorized disclosure by employees is cause for disciplinary action, up to and  
3 including dismissal, and could lead to individual liability in addition to criminal or civil penalties  
4 against LEAs and their personnel.  
5

6 Under no circumstance shall information identifying a student with HIV/AIDS be released to the  
7 public.  
8

9 Every employee has a duty to treat as highly confidential any knowledge or speculation concerning  
10 the HIV status of a student or other staff member. Violation of medical privacy is cause for  
11 disciplinary action, criminal prosecution, and/or personal liability for a civil suit.  
12

13 No information regarding a person's HIV status will be divulged to any individual or organization  
14 without a court order or the informed, written, signed, and dated, consent of the person with HIV  
15 infection (or the parent or legal guardian of a legal minor). The written consent must specify the  
16 name of the recipient of the information and the purpose for disclosure.  
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18 All health records, notes, and other documents that reference a person's HIV status will be kept  
19 under lock and key. Access to these confidential records is limited to those named in written  
20 permission from the person (or parent or legal guardian) and to emergency medical personnel.  
21 Information regarding HIV status will not be added to a student's permanent educational or health  
22 record without written consent.  
23

### 24 **3. Infection Control**

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26 All employees are required to consistently follow infection control guidelines in all settings and  
27 at all times, including playgrounds and school buses. Schools will operate according to the  
28 standards promulgated by the U. S. Occupational Health and Safety Administration for the  
29 prevention of blood borne infections. Equipment and supplies needed to apply the infection  
30 control guidelines will be maintained and kept reasonably accessible. Designee shall implement  
31 the precautions and investigate, correct, and report on instances of lapse.  
32

33 A school staff member is expected to alert the person responsible for health and safety issues if a  
34 student's health condition or behavior presents a reasonable risk of transmitting an infection.  
35

36 If a situation occurs at school in which a person might have been exposed to an infectious agent,  
37 such as an instance of blood-to-blood contact, school authorities shall counsel that person (or, if a  
38 minor, alert a parent or legal guardian) to seek appropriate medical evaluation.  
39

40 School nursing staff and any other school personnel, including transportation personnel, who  
41 perform or assist with health care procedures which may involve blood borne pathogens must be  
42 offered the Hepatitis B vaccine, have appropriate cleaning supplies, and be supplied gloves. This  
43 includes other personnel whose work requires contact with potential infectious agents.  
44

### 45 **4. HIV and Athletics**

46  
47 The privilege of participating in physical education classes, athletic programs, competitive sports,  
48 and recess is not conditional on a person's HIV status. School authorities will make reasonable  
49 accommodations to allow students living with HIV infection to participate in school-sponsored  
50 physical activities.



All employees must consistently adhere to infection control guidelines in locker rooms and all plan and athletic settings. Rule books will reflect these guidelines. First aid kits must be on hand at every athletic event.

All physical education teachers and athletic program staff will complete an approved first aid and injury prevention course that includes implementation of infection control guidelines. Student orientation about safety on the playing field will include guidelines for avoiding HIV infection.

## **5. HIV Prevention Education**

The goals of HIV prevention education are to promote healthful living and discourage the behaviors that put people at risk of acquiring HIV. The educational program will:

- Be taught at every level, kindergarten through grade twelve (12);
- Use methods demonstrated by sound research to be effective;
- Be consistent with community standards;
- Follow content guidelines prepared by the Centers for Disease; Control and Prevention (CDC);
- Be appropriate to students' developmental levels, behaviors, and cultural backgrounds;
- Build knowledge and skills from year to year;
- Stress the benefits of abstinence from sexual activity, alcohol, and other drug use;
- Include accurate information on reducing risk of HIV infection;
- Address students' own concerns;
- Include means for evaluation;
- Be an integral part of a coordinated school health program;
- Be taught by well-prepared instructors with adequate support; and
- Involve parents and families as partners in education.

## **6. Education and Universal Precautions**

Education on Universal Precautions (Blood Borne Pathogens) and handling blood and other body fluids shall be provided to all school personnel or volunteers who may be in a position to need. This training addresses HIV education.

## **7. Related Services**

Students will have access to voluntary, confidential, age and developmentally appropriate counseling about matters related to HIV infection. School administrators will maintain confidential linkage and referral mechanisms to facilitate voluntary student access to appropriate HIV counseling and testing programs, and to other HIV-related services as needed. Public information about resources in the community will be kept available for voluntary student use.

### **Legal References:**

1. Tennessee State Board of Education Policies 4.205 and 5.300.
2. TRR 0520-01-13-.02.
3. TRR 0520-01-13-.03.
4. T.C.A. § 39-13-109.

Approved as to Legal Form  
By Knox County Law Director 11/17/2023  
/Gary T Dupler/Deputy Law Director

<u>Section J:</u>  <b>Students</b>	<b>Knox County Board of Education</b>		
	Descriptor Term:	Descriptor Code:	Issued:
	<b>Glucagon Administration</b>	<b>J-354</b>	<b>2/04</b>
		Reviewed:	Revised:
		<b>12/23</b>	<b>2/24</b>

There must be a parent/legal guardian signature giving permission prior to training school employees. School employees who volunteer, under no duress or pressure and have been properly trained by a **Registered Nurse**, are permitted to administer Glucagon in emergency situations to a student based on the medical order. There is no limit to the number of employees who may be trained to administer Glucagon, but the school nurse should seek to train at least two (2) willing school employees. If the school nurse is on site and available to assist, the school nurse must provide any needed diabetes assistance.<sup>1</sup> In addition, the Registered Nurse has primary responsibility for updating the student's Individualized Health Plan (IHP) and maintaining all student health records.

Any employee assisting with the administration of glucagon shall not be liable in any court of law for injury resulting from the reasonable and prudent assistance in the administration of glucagon or the reasonable performance of the health care procedures, if performed pursuant to the policies and guidelines developed by the Tennessee Departments of Health and Education and approved by applicable regulatory or governing boards or agencies.

## **DEFINITION OF GLUCAGON**

Glucagon is a hormone that causes the liver to release sugar into the blood. It is used to raise the blood sugar when a student is unable to take liquids or food by mouth because of severe sleepiness, unconsciousness, or seizure activity. Glucagon is an emergency medication, given by needle and syringe. It should be given immediately in the event of severe hypoglycemia.

## **TRAINING**

1. Review medical order for Glucagon administration and parent/legal guardian permission.
2. The volunteer must complete an in-depth diabetes-related training recognizing signs and symptoms of hypoglycemia or hyperglycemia and respond with student-specific interventions. This training must be completed annually, and competencies shall be documented at least twice a year in the employee's personnel file.
3. The volunteer must be able to describe Glucagon's purpose, storage, preparation, dosage, and follow up care.
4. The volunteer or designee will notify EMS/911, parents/legal guardian and the school nurse any time Glucagon is administered to any diabetic student.
5. The volunteer must document the diabetic episode on an incident report vial school stream.
6. Training will be provided until competency is demonstrated and retraining shall be completed on a yearly basis. Training will be documented and include a skills checklist, instructor's name,

1 trainee's name, date of training, and documentation of competency of trainee to administrator  
2 Glucagon. A copy of the trainee's competency training form will be kept in the employee's  
3 personnel file.  
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Legal Reference:

43 1. T.C.A. § 49-50-1602.  
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46 Approved as to Legal Form  
47 By Knox County Law Director 1-2-2024  
48 /Gary T. Dupler/Deputy Law Director  
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<u>Section J:</u>  <b>Students</b>	<b>Knox County Board of Education</b>		
	Descriptor Term:	Descriptor Code:	Issued:
	<b>Guidelines for Managing Life-Threatening Allergies</b>	<b>J-355</b>	<b>7/95</b>
		Reviewed:	Revised:
		<b>12/23</b>	<b>2/24</b>

Allergies to food or other substances are an immune system reaction that occurs soon after eating a certain food or other substances. The immune system produces antibodies to those specific foods or substances. The immune system response can produce a series of chemical triggers as part of the allergic reaction and in some instances can affect the respiratory system, cardiovascular system, skin, and the gastrointestinal system. Symptoms may range from mild to severe and may be life threatening.

School personnel who volunteer under no duress or pressure, and have been properly trained by a Registered Nurse are permitted to administer epinephrine when the school nurse is not available. If a student does not have an epinephrine auto injector and/or a prescription, the school nurse or trained personnel may administer the school's independent supply of epinephrine when responding to an anaphylactic reaction. If a student is injured due to the administration of epinephrine by a school nurse or other trained personnel, they shall not be held responsible for the injury unless administered with an intentional disregard for safety. Each school shall maintain at least two (2) unlocked secure epinephrine auto injector locations, including but not limited to, the school office and school cafeteria.

## **GUIDELINES**

- A student with anaphylaxis is entitled to possess and self-administer prescription anaphylaxis medication while on school property or at a school-related event if:
  - 1) The prescription anaphylaxis medication has been prescribed for that student as indicated by the prescription label on the medication;
  - 2) The self-administration is done in compliance with the prescription or written instructions from the student's health care provider or other licensed health care provider; and
  - 3) A written statement, signed by the parent, in which the parent releases the school district and its employees and agents from liability for an injury arising from the student's self-administration of prescription anaphylaxis medication while on school property or at a school-related event or activity except in cases of wanton or willful misconduct.
- The parent provides to the school written authorization, signed by the parent for the student to self-administer prescription anaphylaxis medication on school property or at a school-related event or activity.
- The school nurse or principal shall maintain a record for each student at risk for anaphylaxis.
- If a student utilizes the epinephrine auto-injector other than as prescribed, he/she may be subject to disciplinary action.

- Development of strategies to reduce the risk of exposure to anaphylactic causative agents in classrooms and common areas such as the cafeteria.
- Dissemination of information on life-threatening allergies to school staff, parents, and students if the parent or legal guardian provides consent.
- Development of an Individual Health Plan (IHP) and/or 504 tailored to the need of each individual child at risk for anaphylaxis to include all school-sponsored events.
- Development of a communication strategy between individual schools and local providers of EMS, including appropriate instruction for emergency medical responses.
- Procedure for the dissemination of information on life threatening allergies to food or other substances to school staff, parents, and students, if appropriate under law.
- Procedure for timely accessibility of epinephrine by school personnel when the nurse is not immediately available.
- Students with a known diagnosis of anaphylaxis must have a written and signed statement from the student's licensed health care provider that supports:
  - a. Diagnosis of anaphylaxis
  - b. Identification of food or other substances to which the student is allergic
  - c. Indication of prior history of anaphylaxis
  - d. List any medications prescribed for the child for the treatment of anaphylaxis
  - e. Lists the signs and symptoms of a reaction
  - f. Recommendation of emergency treatment procedures in the event of a reaction
  - g. Provide a list of substitute meals that may be offered by school food service personnel
  - h. Assess the student's readiness for self-administration of prescription medication.
  - i. Completion of Knox County Schools Allergy/Anaphylaxis Allergy Action Plan to include substitute meals and self- administration readiness

#### Food Allergy and Anaphylaxis Training:

- Provide an overview of food allergies
- Review signs and symptoms of food allergy and anaphylaxis
- Discuss indications for contacting EMS (911)
- Explain medications for allergy and anaphylaxis
- Train, practice and evaluate staff with an epi-pen trainer
- Discuss best practices for preventing exposure to food allergens
- Delineate communication process during medical emergencies including who to contact for help in an emergency
- Document training and evaluation of training
- Periodically provide training updates as needed
- Training must be completed annually

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.

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Legal Reference:

1. Tennessee State Board of Education Policy 4.205.
2. T.C.A. § 49-50-1602 (e) and (f).

Approved as to the Legal Form  
By Knox County Law Director 1/2/2024  
*/Gary T. Dupler/Deputy Law Director*

<b>Section J:</b>  <b>Students</b>	<b>Knox County Board of Education</b>		
	<b>Descriptor Term:</b>  <b>Student Communicable Diseases</b>	<b>Descriptor Code:</b> <b>J-357</b>	<b>Issued:</b> <b>7/95</b>
		<b>Reviewed:</b> <b>12/23</b>	<b>Revised:</b> <b>1/22</b>

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2	Any student who is infected with or suspected of having measles, rubella, mumps, chicken pox and other
3	illnesses designated by the local health officer shall be excluded from school. The parent/legal guardian
4	of the student shall inform the appropriate school official to ensure that precautions can be implemented.
5	
6	In the event a student is suspected of having a communicable disease, school personnel shall:
7	
8	1. Follow the recommendations of the local health officer or other designee.
9	2. Exclude the student from school until medical documentation is obtained from a licensed health
10	care provider stating the illness is no longer communicable.
11	3. Notification of Knox County Schools Health Services.
12	
13	Periodic medical examinations may be requested for any student who is confirmed to have a long-term
14	communicable disease. Students diagnosed with long-term communicable disease shall be referred to
15	Homebound Services.
16	
17	A student shall not be denied an education solely because of his/her diagnosis. The student's educational
18	program shall be restricted only to the extent necessary to minimize health risk.
19	
20	Information including names, records, reports, and/or correspondence and any other identifying
21	information for any individual student shall be maintained in confidence.
22	
23	All health care providers and other persons knowing of a suspected case of a reportable disease or event
24	shall report that occurrence to the Tennessee Department of Health in the time and manner required in
25	the "List of Reportable Disease and Reporting Mechanisms" as set forth by the Commissioner.
26	
27	<b>Universal Precautions</b>
28	
29	All school district personnel shall be advised of routine procedures to follow in handling body fluids.
30	These procedures shall provide simple and effective precautions against transmission of diseases to
31	persons potentially exposed to the blood or other body fluids of another individual. These procedures
32	shall be standard health and safety practices and will be applied universally.
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35	<hr/> Legal References:
36	
37	1. TRR § 0520-01-13-.01.
38	2. TRR § 1200-14-01-.24.
39	
40	Approved as to Legal Form
41	By Knox County Law Director 11/17/2023
42	/Gary T. Dupler/Deputy Law Director

<u>Section:</u>  <b>Students</b>	<b>Knox County Board of Education Policy</b>		
	<b>Adrenal Insufficiency</b>	Descriptor Code:	Issued:
		<b>J-358</b>	<b>11/17</b>
		Reviewed:	Revised:
		<b>12/23</b>	<b>2/24</b>

Adrenal insufficiency occurs when the adrenal glands do not produce enough hormones. These hormones include cortisol, sometimes called a “stress hormone,” which is essential for life.

Adrenal crisis is a sudden, severe worsening of symptoms associated with adrenal insufficiency. Symptoms include severe pain in the lower back, abdomen or legs, vomiting, diarrhea, dehydration, low blood pressure or a loss of consciousness.

An employee who has successfully completed educational training in the treatment of adrenal insufficiency as described in subsection (d) of Tennessee Code Annotated §49-50-1603 may receive from the parent or legal guardian of a student a medication that treats adrenal insufficiency and that is prescribed by a healthcare professional who has appropriate prescriptive privileges and is licensed under Title 63, as well as the necessary paraphernalia for administration. The employee may possess the medication and administer the medication to the student for whom the medication is prescribed if the student is suffering an adrenal crisis in an emergency situation when a licensed healthcare professional is not immediately available, provided the parent or legal guardian of the student has provided written permission. Written permission should be kept on file in the student’s record.

Education training on the treatment of adrenal insufficiency, as required by state law, shall be conducted under the supervision of a physician or nurse practitioner. The training may be conducted by a registered nurse.

#### **Training:**

1. School personnel trainee must successfully complete an adrenal insufficiency training recognizing the signs and symptoms of an adrenal crisis responding with student-specific interventions.
2. General information about adrenal insufficiency and the dangers associated with adrenal insufficiency.
3. Review the medication order and confirm parent/legal guardian permission.
4. School personnel trainee will be able to describe the types of medications available for treating adrenal insufficiency and an adrenal crisis.
5. School personnel trainee must be able to properly administer the medication used to treat an adrenal crisis to include drug preparation, documentation and follow-up care.
6. School personnel trainee will notify or delegate notification of EMS/911, parents/legal guardian and school nurse anytime adrenal crisis medication is administered.



1 An employee administering the medication or performing health care procedures related to the  
2 administration of medication that treats adrenal insufficiency and a board of education authorizing the  
3 administration of medications or the performance of health care procedures related to adrenal  
4 insufficiency shall not be liable in any court of law for injury resulting from the administration of such  
5 medication or the performance of any related health care procedure if administered or performed in  
6 accordance with this section.  
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43 Legal Reference:

- 44 1. T.C.A. § 49-50-1603.  
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46 Approved as to Legal Form  
47 By Knox County Law Director 1/2/2024  
48 /Gary T. Dupler/Deputy Law Director  
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<u>Section J:</u>  <b>Students</b>	<b>Knox County Board of Education</b>		
	<b>Private Practitioners</b>	Descriptor Term:	Descriptor Code:
			<b>J-359</b>
		Issued:	<b>6/23</b>
		Reviewed:	<b>3/24</b>
		Revised:	

Knox County Schools recognizes that parents/legal guardians may choose to independently contract with private practitioners to access additional medical services which are outside of the student's educational program. The provision of services through outside providers during the school day may only be allowed with approval from the KCS Supervisor of Health Services.

The additional services provided are not part of the student's educational program, are paid for by the parent/legal guardian, are not a requirement of FAPE (free and appropriate public education) and are the choice of the parent/legal guardian. Services provided by private practitioners under this policy are unrelated to, and not required to meet, the IEP, 504 or any other learning plan. Services provided under this policy do not apply to or supersede determinations made by IEP/504 teams. Specifically, the cost of all additional services provided to a student shall be the sole responsibility of the parent or legal guardian, individually by direct payment or through an applicable health insurance policy, Medicaid, or other third-party payor, that has made funds available for the payment for the services provided. The Board of Education and Knox County Schools will not be responsible for payment for the services.<sup>1</sup>

This option of the parent/legal guardian can be extended when documentation is provided to establish the service as a medical requirement and does not disrupt the education of the student or his/her peers. A service will be deemed a "medical requirement" if adequate documentation from a licensed professional in the field of the service to be provided deems the service necessary for the student, and such documentation is provided to the KCS Supervisor of Health Services.

Services obtained through private practitioners or non-employees being in contact with children in school buildings who have obtained appropriate clearance include, but are not limited to, the following:

- Psychologist
- Speech Language Pathologist
- Music Therapist
- Physical Therapist
- Mental Health Therapist
- Board Certified Behavior Analyst/Registered Behavior Technician/Behavior Technician
- Social Worker
- Occupational Therapist

Private practitioners may only provide services during the school day consistent with their profession and pursuant to this policy.

Appropriate paperwork should be completed and on file, and the principal or designee should be aware of all practitioners/providers in the building or on the grounds. Private practitioners provide services under the supervision of the principal or his/her designee and are expected to follow all school-based procedures while on campus. Families, private practitioners, and agencies must adhere to all Board of Education

1 policies and procedures, as well as handbook rules and regulations unique to each school, when accessing  
2 students on school campuses.

3  
4 Private practitioners and organizations must provide a current, satisfactory certificate of insurance  
5 indicating coverage for commercial general liability, including sexual abuse/molestation, and automobile  
6 liability with limits not less than one million dollars (\$1,000,000.00) for each occurrence. The Knox  
7 County Board of Education shall be included as an additional insured.

8  
9 Organizations shall maintain worker's compensation insurance of at least the statutory limits as required  
10 by the State of Tennessee or other applicable laws and employer's liability insurance with limits of not  
11 less than one hundred thousand dollars (\$100,000.00). Private practitioners shall not be employees of  
12 Knox County Schools. Instead, they are independent contractors and will not be covered under any  
13 worker's compensation policies for Knox County Schools employees.

14  
15 All private practitioners must submit to a fingerprint TBI Criminal Background Check with results  
16 released directly to Knox County Schools. The private practitioner will bear all costs of such background  
17 check and other preemployment screens. Prior to being allowed entry pursuant to this policy, Knox  
18 County Schools must approve the results of the background check consistent with approval of employees  
19 of Knox County Schools.

20  
21 Private practitioners and organizations, on behalf of employees, must provide a current, appropriate  
22 licensure identification number issued by the State of Tennessee, if applicable.

23  
24 Parental Consent must be granted by the parent/legal guardian to allow access to each student for each  
25 individual practitioner unless the student is an adult or otherwise authorized by Tennessee law to consent  
26 to their own medical treatment. Such documentation shall include, but not be limited to, a parental/legal  
27 guardian approved consent to release information form between the provider and the Board of Education.

28  
29 To the extent that a private practitioner has access to confidential student and teacher data, including  
30 personally identifiable information (PII), Knox County Schools and the private practitioner recognize that  
31 the unauthorized disclosure of PII is prohibited by federal and state law, including, but not limited to, the  
32 Federal Educational Rights and Privacy Act of 1974 ("FERPA"), the Tennessee Data Accessibility,  
33 Transparency and Accountability Act ("DATAA"), Individuals with Disabilities Education Act  
34 ("IDEA"), and the National School Lunch Act.<sup>2,3,4,5</sup>

35  
36 The Board designates the Director of Schools to establish and enforce sanctions, including but not limited  
37 to termination of a provider's authorization to provide services on any school campus, against private  
38 practitioners for failure to comply with the provisions of this policy, and/or any other Knox County Board  
39 of Education Policy, Procedure, and/or any other applicable legal or procedural requirements.

40  
41 **Process:**

- 42 1. Parent/Legal Guardian submits a request to the Supervisor of Health Services.
- 43 2. Parent/Legal Guardian submits a medical release.
- 44 3. Parent/Legal Guardian submits documentation from licensed medical provider stating necessity  
45 of services and rationale for provision of services during school hours
- 46 4. Parent/Legal Guardian submits proof of insurance or acknowledgement of financial  
47 responsibility.
- 48 5. Parent/Legal Guardian submits consent form.
- 49 6. Provider submits proof of insurance.
- 50 7. Provider submits background check information.

8. Provider submits proof of appropriate certification.
9. Provider submits confidentiality agreement.
10. Provider submits service agreement.
11. Parent/Legal Guardian and provider must update the above information and receive renewed authorization annually.

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Legal References:

1. Public Law 101-336 (Americans with Disabilities Act); 42 U.S.C. §12101.
2. 20 U.S.C. § 1232g; 34 CFR Part 99.
3. T.C.A. § 49-1-701.
4. 20 U.S.C. § 1400.
5. National School Lunch and Child Nutrition Act Amendments of 1974.

Approved as to Legal Form  
By Knox County Law Director 3/18/2024  
/Gary T. Dupler/Deputy Law Director

<u>Section J:</u>  <b>Students</b>	<b>Knox County Board of Education</b>		
	<b>Private Practitioners</b>	Descriptor Term:	Descriptor Code:
			<b>J-359</b>
		Issued:	<b>6/23</b>
		Reviewed:	<b>3/24</b>
		Revised:	<b>7/25</b>

Knox County Schools recognizes that parents/legal guardians may choose to independently contract with private practitioners to access additional medical services which are outside of the student's educational program. The provision of services through outside providers during the school day may only be allowed with approval from the Student Support Services Department.

The additional services provided are not part of the student's educational program, are paid for by the parent/legal guardian, are not a requirement of FAPE (free and appropriate public education) and are the choice of the parent/legal guardian. Services provided by private practitioners under this policy are unrelated to, and not required to meet, the IEP, 504 or any other learning plan. Services provided under this policy do not apply to or supersede determinations made by IEP/504 teams. Specifically, the cost of all additional services provided to a student shall be the sole responsibility of the parent or legal guardian, individually by direct payment or through an applicable health insurance policy, Medicaid, or other third-party payor, that has made funds available for the payment for the services provided. The Board of Education and Knox County Schools will not be responsible for payment for the services.<sup>1</sup>

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- Social Worker
- Occupational Therapist

Private practitioners may only provide services during the school day consistent with their profession and pursuant to this policy.

Appropriate paperwork should be completed and on file, and the principal or designee should be aware of all practitioners/providers in the building or on the grounds. Private practitioners provide services under the supervision of the principal or his/her designee and are expected to follow all school-based procedures while on campus. Families, private practitioners, and agencies must adhere to all Board of Education

1 policies and procedures, as well as handbook rules and regulations unique to each school, when accessing  
2 students on school campuses.

3  
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7 County Board of Education shall be included as an additional insured.

8  
9 Organizations shall maintain worker's compensation insurance of at least the statutory limits as required  
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18 County Schools must approve the results of the background check consistent with approval of employees  
19 of Knox County Schools.

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34 ("IDEA"), and the National School Lunch Act.<sup>2,3,4,5</sup>

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38 practitioners for failure to comply with the provisions of this policy, and/or any other Knox County Board  
39 of Education Policy, Procedure, and/or any other applicable legal or procedural requirements.

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Legal References:

1. Public Law 101-336 (Americans with Disabilities Act); 42 U.S.C. §12101.
2. 20 U.S.C. § 1232g; 34 CFR Part 99.
3. T.C.A. § 49-1-701.
4. 20 U.S.C. § 1400.
5. National School Lunch and Child Nutrition Act Amendments of 1974.

Approved as to Legal Form  
By Knox County Law Director 3/18/2024  
/Gary T. Dupler/Deputy Law Director

<u>Section J:</u>  <b>Students</b>	<b>Knox County Board of Education</b>		
	<b>Student Psychological Services</b>	Descriptor Code:	Issued:
		<b>J-360</b>	<b>7/95</b>
		Reviewed:	Revised:
		<b>12/23</b>	<b>2/24</b>

The Director of Schools shall develop and support a program for making psychological services accessible to all students.<sup>1</sup> School psychologists will collaborate with and support students, families, staff, and other stakeholders through consultation, problem solving, and direct assessment of students.

A school psychologist in the Knox County School System may be called upon to provide the following services:

- 1) Conduct classroom observations;
  - 2) Conduct psychological and academic assessments and review results with all stakeholders through a written report;
  - 3) Participate in collaborative meetings (e.g., S-Teams, data team meetings, and IEP meetings) by reviewing and interpreting student data;
  - 4) Consult with school staff about functional behavior assessments and behavior intervention plans;
  - 5) Conduct suicide and/or threat assessments when needed; and
- Participate and provide continued professional development at the school and district level.

School psychologists shall respect the right of privacy of the students. Confidentiality shall be maintained by the psychologists except:

1. Where exchange of information is governed by FERPA;<sup>2</sup>
2. Where there is a clear and present danger to the student or other persons;
3. To consult with another psychologist when it is in the best interests of the student; or

When a psychologist is in doubt about what information to release in a judicial proceeding, the psychologist shall consult with the Board attorney.

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Legal Reference:

1. TRR/MS 0520-1-3-.08(1)(c).
2. 20 U.S. Code Annotated § 1232g.

Approved as to Legal Form  
By Knox County Law Director 1/2/2024  
/Gary T. Dupler/Deputy Law Director



<u>Section J:</u>  <b>Students</b>	<b>Knox County Board of Education</b>		
	<b>School Social Work Services</b>	Descriptor Code:	Issued:
		<b>J-370</b>	<b>7/95</b>
		Reviewed:	Revised:
		<b>12/23</b>	<b>2/24</b>

Each school shall provide a social service program for all students through the cooperative efforts of the principal, teachers, and school social worker.<sup>1</sup>

The program of social services shall reflect responsibility for attendance and school/home problems that adversely affect pupil progress. The school social worker may be involved in the following ways:

1. Improve communication between the school and the home;
2. Act as a child and family advocate and provide liaison services between agencies and the school and parents;
3. Provide necessary information to families on services available and methods of obtaining such services;
4. Make home visits where a lack of information exists with reference to a child's problems;
5. Work closely with Juvenile Court concerning excessive absence cases and other school related matters;
6. Maintain close contact with Department of Children's Services concerning child abuse, neglect, and dependency cases;
7. Work closely with school-based support teams (Whole Child Support Team, S-Teams, IEP Teams, etc.) upon request;
8. Provide information on community agencies and resources;
9. Process referrals for emergency food and/or clothing.

Legal Reference:

1. TRR/MS § 0520-1-3-.08(1)(d).

Approved as to Legal Form  
By Knox County Law Director 1/2/2024  
/Gary T. Dupler/Deputy Law Director

<b>Section J:</b>  <b>Students</b>	<b>Knox County Board of Education</b>		
	Descriptor Term:	Descriptor Code:	Issued:
	<b>Supervision of Students</b>	<b>J-380</b>	<b>7/95</b>
		Reviewed:	Revised:
		<b>12/23</b>	<b>11/13</b>

Students shall be under the supervision of school personnel, either certified or classified,<sup>1</sup> at all times, including play periods and lunch periods, as well as, during the school day and during extracurricular activities.

The principal shall assign students to school personnel and ensure proper supervision.

Legal Reference:

1. T.C.A. § 49-2-303.

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By Knox county Law Director 11/17/2023  
/Gary T. Dupler/Deputy Law Director

<u>Section J:</u>  <b>Students</b>	<b>Knox County Board of Education</b>		
	<b>Child Custody/Parental Access</b>	Descriptor Code:	Issued:
		<b>J-390</b>	<b>10/96</b>
		Reviewed:	Revised:
		<b>12/23</b>	<b>1/22</b>

The Board presumes that the person who enrolls a student in school is the student's custodial parent or legal guardian. Unless a Tennessee court, or other recognized state court of competent jurisdiction, specifies otherwise, the custodial parent/legal guardian shall be the one whom the school district holds responsible for the education and welfare of that child.<sup>1</sup>

Parents or legal guardians shall have the right to receive information contained in school records concerning their minor child.<sup>2</sup> The Board, unless informed otherwise, assumes there are no restrictions regarding the noncustodial parent's right to be kept informed of the student's progress through educational records. If restrictions are made relative to the rights of the non-custodial parent, the custodial parent shall be requested to submit a certified copy of the court order which curtails these specific rights. With regard to parents/legal guardians who are divorced, separated, and/or parents who have never been married, it shall be the responsibility of both parents/legal guardians to provide the school an accurate copy of the current applicable Parenting Plan.

Unless there are specific court-imposed restrictions, the non-custodial parent, upon request, shall be given access to all of the student's educational records including but not limited to the student's cumulative file and the student's special education file, if applicable.<sup>3</sup>

No principal or teacher shall permit a change in the physical custody of a child at school unless:

1. The person seeking custody of the child presents the school official with a certified copy of a valid court order from a Tennessee court, or other recognized state court of competent jurisdiction, designating the person who has custody of the child;<sup>1</sup> and
2. The person seeking custody gives the school official reasonable advance notice of his/her intent to take custody of the child at school<sup>4</sup>

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Legal References:

1. T.C.A. § 36-6-201, et seq.
2. 20 U.S.C. § 1232g (Family Educational Rights and Privacy Act of 1974).
3. T.C.A. § 49-6-902.
4. T.C.A. § 36-6-105.

Approved as to Legal Form  
By Knox County Law Director 11/17/2023  
/Gary T. Dupler/Deputy Law Director

<u>Section J:</u>  <b>Students</b>	<b>Knox County Board of Education</b>		
	<b>Power of Attorney for Care of a Minor Child</b>	Descriptor Term:	Descriptor Code:
			Issued:
		Reviewed:	Revised:
		<b>12/23</b>	<b>1/22</b>

A parent or parents of a minor child may delegate to any adult person residing in this state temporary care giving authority regarding the minor child when hardship prevents the parent or parents from caring for the child. This authority may be delegated without the approval of a court by executing in writing a power of attorney for care of a minor child on a form provided by the Department of Children's Services. Hardships may include but are not limited to:

- (1) The serious illness or incarceration of a parent or legal guardian;
- (2) The physical or mental condition of the parent or legal guardian or the child is such that care and supervision of the child cannot be provided;
- (3) The loss or uninhabitability of the child's home as the result of a natural disaster;
- (4) The need for medical or mental health treatment (including substance abuse treatment) by the parent or legal guardian; or
- (5) Other significant hardship recognized by Tennessee law.

The power of attorney for care of the minor child shall be signed and acknowledged before a notary public by the parent. The term "parent" includes a legal guardian or legal custodian of the minor child.<sup>1</sup>

The instrument providing for the power of attorney shall be executed by both parents, if both parents are living and have legal custody of the minor child and shall state with specificity the details of the hardship preventing the parent for caring for the child.<sup>2</sup>

Through the power of attorney for care of a minor child, the parent may authorize the caregiver to perform the following functions without limitation: enroll the child in school and extracurricular activities; obtain medical, dental, and mental health treatment for a child; and provide for the child's food, lodging, housing, recreation, and travel.

- (a) The caregiver shall have the right to enroll a minor child in the school system serving the area where the caregiver resides. The school system shall allow a caregiver to enroll a minor child but, prior to enrollment, may require documentation of the minor child's residence with a caregiver or documentation or other verification of the validity of the stated hardship.
- (b) Any adult accepting the power of attorney, as well as the parent, legal guardian, or other legal custodian, who enrolls a student in a school system while fraudulently representing the child's current residence or the parent's hardship or circumstances for issuing the power of attorney, is liable for restitution to the school district for an amount equal to the per pupil expenditure for the district in which the student fraudulently enrolled. Restitution shall be cumulative for each year the child has been fraudulently enrolled in the system.<sup>3</sup>

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2 Except where limited by federal law, the caregiver shall be assigned the rights, duties, and responsibilities  
3 that would otherwise be assigned to the parent, legal guardian, or legal custodian pursuant to Tennessee  
4 Code Annotated Title 49.  
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39 Legal References:

- 40 1. T.C.A. § 34-6-302.  
41 2. T.C.A. § 34-6-303.  
42 3. T.C.A. § 34-6-304.  
43

44 Approved as to Legal Form  
45 By Knox County Law Director 11/17/2023  
46 /Gary T. Dupler/Deputy Law Director  
47

<b>Section J:</b>  <b>Students</b>	<b>Knox County Board of Education Policy</b>		
	<b>Descriptor Term:</b>  <b>Students in Foster Care</b>	<b>Descriptor Code:</b> <b>J-392</b>	<b>Issued:</b> <b>6/17</b>
		<b>Reviewed:</b> <b>12/23</b>	<b>Revised:</b> <b>2/24</b>

Knox County Schools shall provide all students in foster care, to include those awaiting foster care placement, with a free and appropriate public education. Knox County Schools shall designate a Foster Care Liaison and that person shall have contact information listed on the Knox County Schools website.<sup>6</sup>

## **ENROLLMENT**

Students in foster care, include those awaiting foster care placement, shall be immediately enrolled upon receipt of the Educational Passport and School Notification Form, even if the student is unable to produce records normally required for enrollment (i.e. academic records, immunization records, health records, proof of residency) or missed the district's application or enrollment deadlines.<sup>1</sup>

## **PLACEMENT**

The district and the child welfare agency shall determine whether placement in a particular school is in a student's best interest. Other parties, including the student, foster parents, and biological parents (if appropriate), shall be consulted. If the child has an IEP or a Section 504 plan, then the relevant school staff members shall participate in the best interest decision process. This determination shall be made as quickly as possible to prevent educational disruption.

Placement shall be determined based on the student's best interest. At all times, a strong presumption that keeping the student in the school of origin is in the student's best interest shall be maintained.<sup>2</sup> For the purposes of this policy, school of origin shall mean the school in which the student was enrolled, including a preschool/pre-k program, at the time of placement in foster care or at the time of a placement change if the student is already placed in foster care.<sup>3</sup>

When determining placement, student-centered factors including, but not limited to, the following shall be considered:

1. Preferences of the student;
2. Preferences of the student's parent(s) or education decision maker(s);
3. The student's attachment to the school, including meaningful relationships with staff and peers;
4. Placement of the student's siblings;
5. Influence of the school climate on the student, including safety;
6. The availability and quality of the services in the school to meet the student's educational needs;
7. History of school transfers and how they have impacted the student;
8. How the length of the commute would impact the student;
9. Whether the student is receiving special education and related services, and if so, the availability of those required services in a school other than the school of origin; and
10. Whether the student is an EL and is receiving language services, and, if so, the availability of those required services in a school other than the school of origin.

Transportation costs should not be considered when determining a student's best interest.

If it is not in the student's best interest to attend the school of origin, the Foster Care Liaison or Superintendent's designee shall provide a written explanation of the reasons for the determination. The written explanation shall include a statement regarding the right to appeal the placement decision. If the placement decision is appealed, the district shall refer the student to the district coordinator for children in foster care, who shall carry out the dispute resolution process as expeditiously as possible and in accordance with the law.<sup>2</sup> Until the dispute is resolved, to the extent feasible, the student shall remain in his/her school of origin.<sup>2</sup>

## **TRANSPORTATION<sup>3,4</sup>**

The district shall collaborate with the local child welfare agency to develop and implement clear and written procedures governing how transportation to a student's school of origin shall be provided, arranged, and funded. This transportation will be provided for the duration of the student's time in foster care.

The superintendent of schools shall develop administrative procedures to provide for transportation of students in foster care.<sup>5</sup> These procedures must ensure that:

1. Students in foster care needing transportation to their schools of origin will promptly receive that transportation in a cost-effective manner and in accordance with federal law; and
2. If there are additional costs incurred in providing transportation to the school of origin, the district will provide such transportation if:
  - a. the local child welfare agency agrees to reimburse the district for the cost of such transportation;
  - b. the district agrees to pay for the cost; or
  - c. the district and local child welfare agency agree to share the cost.<sup>4</sup>

The district will ensure that a student in foster care, to include a student awaiting foster care placement, remains in his/her school of origin while any disputes regarding transportation costs are being resolved.

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### **Legal References:**

1. Elementary and Secondary Education Act (ESEA), as amended by ESSA (Pub. L. 114-95) § 1111(g)(1)I(ii)-(iii).
2. Elementary and Secondary Education Act (ESEA), as amended by ESSA (Pub. L 114-95) § 1111(g)(1)(E)(i)-(iv).
3. Elementary and Secondary Education Act (ESEA), as amended by ESSA (Pub. L 114-95) § 1111(g)(1)(E).
4. Elementary and Secondary Education Act (ESEA), as amended by ESSA (Pub. L 114-95) § 1112(c)(5); § 475(4)(A) of the Social Security Act, 42 U.S.C. § 675(4)(A).
5. Elementary and Secondary Education Act (ESEA), as amended by ESSA (Pub. L 114-95) § 1112(c)(5)(B)(i).
6. T.C.A. § 49-6-3901.

### **Cross References:**

- Attendance 6.200.
- School Admissions 6.203.

Approved as to Legal Form  
By Knox County Law Director 1/2/2024  
/Gary T. Dupler/Deputy Law Director

<u>Section J:</u>  <
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In accordance with Tennessee Law, Knox County Schools acknowledges its responsibility to require employees to immediately report cases of verified or suspected child abuse and neglect.<sup>1</sup> KCS provides child abuse training to all employees working directly with students. Individuals who have reasonable cause to know or suspect that any child has been abused or neglected are, by statute, responsible for immediately reporting such suspicions directly to the Department of Children's Services.

All Knox County Schools personnel are required to immediately report suspected child abuse or neglect. Each Knox County School shall designate a Child Abuse Coordinator and an Alternate Child Abuse Coordinator. The Director of School Culture shall maintain a list of Child Abuse and Alternate Child Abuse Coordinators including the name of each school and assigned coordinators throughout Knox County Schools. This list shall be updated at least annually. When a report is made, the information should include, to the extent known by the reporter, the name, address, telephone number of the child and parents or legal guardian, birthdate (age) of the child and present whereabouts of the child, if not at home. The following procedures for reporting cases are designated:

1. Reporting Procedures

- a. Suspected child abuse and/or neglect by someone other than a Knox County Schools employee.

(1) The employee must immediately report the suspected child abuse or neglect to:

- (a) The Department of Children's Services (DCS) or the Chief Law Enforcement Officer.
- (b) The Child Abuse Coordinator or Alternate Child Abuse Coordinator; and
- (c) Knox County Schools Security Department

(2) A Knox County Schools Suspected Child Abuse and Neglect Referral form should be completed and maintained separately from the educational record in a secured location designated by the principal and Child Abuse Coordinator. The Child Abuse Coordinator (or Alternate if the Coordinator is not available) or principal shall serve as the liaison to the Department of Children Services and law enforcement.

- b. Suspected child abuse and/or neglect by a Knox County Schools employee, former employee, or person otherwise affiliated with a school.

(1) The employee must immediately report the suspect child abuse or neglect to:

- (a) The Department of Children Services (DCS) and/or the Chief Law Enforcement Officer;
- (b) The Child Abuse Coordinator, Alternate Child Abuse Coordinator, and the school principal, Human Resources, or other appropriate system administrators. DCS or Law



Enforcement may be notified first with notification to the Child Abuse Coordinator as soon as possible thereafter.

(2) After waiting twenty-four (24) hours (i.e. business day) from the initial reporting, the Principal, in conjunction with the Human Resources Department, shall begin the investigation via a team approach. Determination of the team members shall be made on a case-by-case basis, which would be sensitive to gender issues.

c. With either procedure, a copy of Knox County Schools' documentation for reporting procedures shall be sent to the local court system, the law enforcement agencies, and the Department of Children Services.

School employees of any type, including but not limited to the Child Abuse Coordinator, shall not provide any information relevant to the suspected child abuse or child sexual abuse to the child's parent or legal guardian, and must refer any questions from the child's parent or legal guardian to the Department of Children's Services and/or the investigating law enforcement agency.<sup>10</sup>

An exception to parental notification does exist when all the following factors are present: 1) federal law mandates disclosure (i.e., Title IX investigation); 2) the parent or legal guardian is not alleged to be the perpetrator or in any way complicit in the abuse or neglect; and 3) the notification is done in conjunction with the Tennessee Department of Children's Services.<sup>10</sup>

The alleged perpetrator of the child abuse or neglect should not be notified that a report of abuse has been made or that there is a pending investigation by the Child Abuse Coordinator, or otherwise, unless compelling reasons exist to do so.

By law, the person reporting in good faith shall be immune from any civil or criminal action and his/her identity shall remain confidential except when the juvenile court determines otherwise.

In cases of suspected abuse and/or neglect, the law requires the school system to provide all school records to the Tennessee Department of Children's Services, juvenile court judge, or the police if requested. This includes any surveillance videos depicting suspected child sexual abuse instances on Knox County Schools property, on a school bus, or at Knox County Schools-sponsored events. Parental permission is unnecessary as the Family Rights and Privacy Act (FERPA) creates an exception for information released "in connection with a health or safety emergency".

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Legal References:

1. T.C.A. § 37-1-403.
2. T.C.A. § 37-1-403(h).
3. T.C.A. § 37-1-419.
4. T.C.A. § 37-1-410.
5. T.C.A. § 37-1-605.
6. T.C.A. § 37-1-605(d)(1).
7. T.C.A. § 37-1-602(d)(2).
8. T.C.A. § 10-7-504.
9. Federal Education Rights and Privacy Act (FERPA) 20 U.S.C. § 1232g, 34 CFR § 99.31 (a)(10).
10. T.C.A. § 49-6-1601.

Approved as to Legal Form  
By Knox County Law Director 11/17/2023  
/Gary T. Dupler/Deputy Law Director

<b>Section J:</b>  <b>Students</b>	<b>Knox County Board of Education Policy</b>		
	Descriptor Term:	Descriptor Code:	Issued:
	<b>Married and/or Pregnant Students</b>	<b>J-410</b>	<b>7/95</b>
		Reviewed:	Revised:
		<b>12/23</b>	<b>2/24</b>

Married students, pregnant students, and student-parents shall have the same educational opportunities—curricular and extracurricular—as all other students.<sup>1</sup> They shall be expected to assume the same responsibilities and abide by the same rules and regulations governing all students. Pregnant students must be provided with reasonable academic adjustments and/or accommodations. More information regarding married, pregnant, or parenting students can be requested via email to [titleix@knoxschools.org](mailto:titleix@knoxschools.org).

These students shall be allowed to represent their school in all school activities. They shall further be eligible for elected offices and for receiving school honors and awards.

Upon verification by a physician that the pregnancy has reached a stage where the health of the student will be impaired, health services shall be provided as for any other health-impaired student.<sup>2</sup>

If the student's health is impaired and the student is unable to attend school due to pregnancy complications, homebound placement will be considered upon request, with physician input, by the school team. Homebound placement must be reviewed every 30 school days to determine the appropriate school placement.

The homebound instruction program for post-pregnancy students shall consist of a minimum of three (3) hours of instruction per week for a period of six (6) weeks for natural delivery or eight (8) weeks for Cesarean delivery.

No student shall bring a dependent child to the school premises for the purpose of personally providing childcare during school hours.

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Legal References:

1. Title IX of the Educational Amendments of 1972.
2. TRR/MS 0520-1-2-.10(3).

Cross Reference:

- Knox County Board of Education Policy I-140 Homebound Instruction.

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By Knox County Law Director 1/2/2024  
/Gary T. Dupler/Deputy Law Director

<b>Section J:</b>  <b>Students</b>	<b>Knox County Board of Education Policy</b>		
	<b>Accidents and Illnesses</b>	Descriptor Term:	Descriptor Code: Issued:
			<b>J-420 7/95</b>
		Reviewed:	Revised:
		<b>12/23</b>	<b>4/14</b>

Parent(s) of all students shall provide the schools with the following information:

1. Parents' location and phone number during the school day;
2. The name, address and phone number of the student's physician(s);
3. Directions in the event that medical treatment is needed;
4. Pertinent medical information concerning the student.

Parents are required to update their information annually and placed in the student's cumulative record.

If a student suffers an injury or becomes ill, the staff member in charge shall have the responsibility to render first-aid or ensure that it is rendered.

In the event of a suspected serious injury or serious illness to a student, administrators are to call 911. The parent(s) shall be notified. Efforts to notify the parent(s) shall continue until they are reached. A staff member shall accompany student to the emergency room, if a parent is not present.

Principals shall inform the Superintendent immediately of any serious injuries suffered by students while under jurisdiction of the school. A report of each accident, incident or injury taking place in a school will be filed electronically in the offices of both the principal and Health Services. Accident/Incident Forms for reporting accidents are available on line. In all accidents serious enough to require medical attention or requiring the student to be taken home, or in all cases that the staff member in charge deems desirable, reports shall be made and filed as stated above.

No student shall be taken and left at home or sent home unless a parent, or someone designated by the parent(s), is at home to accept the responsibility of the student.

Parents who object to the procedures contained in this policy shall submit to the principal a written emergency plan for his/her approval.

<u>Section J:</u>  <b>Students</b>	<b>Knox County Board of Education Policy</b>		
	<b>Heat Illness Prevention</b>	Descriptor Code:	Issued:
		<b>J-421</b>	<b>12/07</b>
		Reviewed:	Revised:
		<b>12/23</b>	<b>2/24</b>

Each school is responsible for obtaining either a Wet Bulb Globe Temperature or Heat Index reading at the site of practices or competitions. Wet Bulb Globe Temperature (WBGT) takes into account more environmental factors and should be the school's first choice when evaluating conditions and planning activities. In the absence of a WBGT, a digital psychrometer or other instrument may be used at the site of the activity.

A cold water immersion tub or other form of rapid on-site cooling should be available for all warm weather practices. If exertional heat stroke is suspected, use immersion for on-site cooling before transporting to the hospital. Access to water should be available to all athletes at all times.

The following protocols are presented to guide certified athletic trainers, coaches, physical education teachers, band directors, and athletic directors in preventing exertional and/or temperature related heat illness in students. Extreme heat illness can be a potentially fatal condition and is described in the four (4) following categories:<sup>1</sup>

- Heat Cramps - dehydration, thirst, sweating, muscle cramps, and fatigue
- Heat Syncope - dehydration, fatigue, tunnel vision, pale or sweaty skin, decreased pulse rate, dizziness, lightheadedness, fainting
- Heat Exhaustion - normal or elevated body temperature, dehydration, lightheadedness, headache, nausea, persistent muscle cramps, cool clammy skin, profuse sweating, weakness, hyperventilation
- Heat Stroke - elevated body temperature ( $>104^{\circ}$  F); hot, wet, or dry skin; confusion; irrational behavior; weakness; increased pulse rate; irritability, loss of consciousness

In order to help prevent these illnesses from occurring, the following steps must be taken:

The heat index measurement shall be taken 30 minutes before activity for the day by a sling psychrometer, digital sling psychrometer or a digital heat index monitoring system. If using a sling psychrometer or digital sling psychrometer that does not produce a heat index reading, use the heat index chart at <https://www.wrh.noaa.gov/psr/general/safety/heat/heatindex.png> to determine the heat index. Note that local weather forecasts from television, radio, or the internet are not accepted for the purposes of this prevention policy.

Based on the heat index readings gathered, the following actions shall be taken:

Heat Index	Action
WBGT 82.0 – 86.9 or Heat Index of Under 95°	All Sports and Activities: --Unlimited amounts of cool water shall be available to students to drink when they want it. --Provide at least three (3) separate breaks each hour with a minimum duration of three (3) minutes each during the workout. --Watch/monitor high risk students carefully.
WBGT 87 – 88.9 or Heat Index of 95° – 99°	All Sports and Identified Activities: --Maximum practice time is two (2) hours. --Unlimited amounts of cool water as stated above. --For all sports: Provide at least four (4) separate rest breaks each hour with a minimum duration of four (4) minutes each.  <b>For Football:</b> Players are restricted to helmet, shoulder pads, and shorts during practice that does not involve contact. All protective equipment must be removed during conditioning activities. If the WBGT rises to this level during practice, players may continue to work out wearing football plants without changing to shorts.
WBGT 90 to 92 or Heat Index of 100° - 104° F	All Sports and Identified Activities: --Maximum practice time one (1) hour. --Unlimited amounts of cool water shall be available to students to drink when they want it.  <b>For All Sports:</b> There must be twenty (20) minutes of rest breaks distributed throughout the hour of practice and no conditioning activities.  <b>For Football:</b> No protective equipment may be worn during practice that does not involve contact. Watch and monitor students carefully.
WBGT above 92 or Heat Index above 104°	No outdoor practice. An outdoor practice cannot take place until WBGT level is 92 or below or heat index is 104 or below.  Interscholastic competitions, including preseason, scrimmages and jamborees, must be postponed in the absence of an appropriate healthcare professional (Certified Athletic Training, Certified Nurse Practitioner, Physician Assistant, Doctor of Medicine, Osteopathic Physician) with access to a cold water immersion tub or other rapid on-site cooling method. Under no circumstances can an outdoor practice take place in these conditions.

### **TSSAA Health Policy – Modifications for Soccer Competition WBGT ≥ 87 Heat Index ≥ 95**

The referee shall stop the game for a heat time-out lasting no less than five (5) minutes during the first and second half. The time-out will be called at the first logical time to stop play after the twenty (20) minute mark of each half.

### **TSSAA Heat Policy – Modifications for Football Competition WBGT ≥ 87 Heat Index ≥ 95**

Officials shall stop the game for a heat time-out at the first dead ball after the halfway point of each quarter. If either team has possession of the ball inside the other team's twenty (2) yard line, officials may delay this time out until either the offensive team scores or the ball is turned over.

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Legal Reference:

1. National Athletic Trainers' Association, American College of Sports Medicine and Tennessee Secondary School Athletic Association (TSSAA) (Revised October 2022).

Approved as to Legal Form  
By Knox County Law Director 1/2/2024  
*/Gary T. Dupler/Deputy Law Director*

<u>Section J:</u>  <b>Students</b>	<b>Knox County Board of Education Policy</b>		
	Descriptor Term:	Descriptor Code:	Issued:
	<b>School Nutrition Program</b>	<b>J-430</b>	<b>7/95</b>
		Reviewed:	Revised:
		<b>12/23</b>	<b>1/22</b>

Nutritious breakfasts and lunches are available at all schools daily operated under the regulations set forth by the United States Department of Agriculture (USDA), National School Lunch and Breakfast Programs and the Tennessee Department of Education. Menus are written to meet or exceed current nutrition requirements established by local, state, and Federal statutes and regulations. Knox County Schools offers reimbursable school meals that meet USDA nutrition standards.

All students are eligible and encouraged to participate in the meal programs, but they are permitted to bring their meals from home and purchase beverages or other a la carte items at school if they so choose.

Applications for free and reduced-price meals are available online and at each school. Applications may be obtained at any time during the school year. Parents or legal guardians must complete the form. Applications are maintained at the Central Office and are kept confidential. Knox County Schools will not unlawfully discriminate against any individual because of race, religion, creed, color, sex, age, handicap, national origin, or veteran status. Eligibility shall be determined annually based on income guidelines provided by the federal and state regulated program.

Approved as to Legal Form  
By Knox County Law Director 11/17/2023  
/Gary T. Dupler/Deputy Law Director

<b>Students</b>	<b>Knox County Board of Education Policy</b>		
	Descriptor Term:	Descriptor Code:	Issued:
	<b>Student Representative to the Knox County Board of Education</b>	<b>J-450</b>	<b>2/08</b>
		Reviewed: <b>12/23</b>	Revised: <b>12/22</b>

## PURPOSE

The opinions and concerns of the students of Knox County Schools are important to the Board of Education. To increase Board awareness of the views of students, the Board shall have a Student Representative. The Student Representative will serve in a non-voting capacity, representing the interests of the students of Knox County Schools.<sup>1</sup>

## REQUIREMENTS AND RESPONSIBILITIES

The Student Representative shall:

- Be a resident of Knox County and a student in the Knox County Schools.
- Be enrolled as a senior at the start of the school year that the student is to serve.
- Participate in Board discussions, but will not have the right to make motions, vote, hold Board offices, or attend Executive Sessions.
- Be known as the Student Representative to the Board of Education and not a member of the Board.
- Serve not more than a single one-year term. The student representative will begin service on July 1 of the year of his or her election.
- Receive materials distributed to School Board members, with the exception of materials relating to individual students, individual employees, and other confidential matters exempt from disclosure by law.
- Receive services and support from the School Board office, with the prior approval of the School Board chairman.
- Be reimbursed for all expenses incurred while on School Board business, with the prior approval of the School Board chairman.
- Sit with Board members at the Board table.
- Be eligible to propose resolutions to the Executive Committee for consideration.



**SELECTION PROCESS**

The Student Representative to the Board of Education shall be selected by May 1 of each year and will assume office on July 1.

The selection shall be by a committee composed of at least five (5) from the following:

- School Board member
- Assistant Superintendent of Strategy
- Knox County Schools Student Government Representative
- Mayor's Youth Council Representative
- High School Administrator
- Community Representative
- Parent Representative
- Outgoing Student Representative

The selection committee members will be appointed by the Chair of the Board of Education on an annual basis by February.

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Legal Reference:

1. T.C.A. § 49-2-202.

Approved as to Legal Form  
By Knox County Law Director 11/11/2022  
*/Gary T. Dupler/Deputy Law Director*

<u>Section J:</u>  <b>Students</b>	<b>Knox County Board of Education Policy</b>		
	<b>Student Clubs and Organizations</b>	Descriptor Code:	Issued:
		<b>J-460</b>	<b>7/95</b>
		Reviewed:	Revised:
		<b>12/23</b>	<b>2/24</b>

Student organizations are an extension of the academic curriculum and are intended to complement the basic instructional program.

The principal, in cooperation with the faculty and student body representatives, shall approve all clubs and organizations within the school.

One or more staff members shall serve as sponsors of each activity and at least one shall attend all meetings. Each sponsor shall evaluate the activity and make recommendations concerning changes, continuance, or deletion from the school's activity program.

An approved copy of the aims, objectives, and constitution for each organization shall be kept on file in the principal's office.

The Director of Schools shall approve all requirements imposed by clubs which have restricted membership.

The nature of any induction shall be outlined and presented in writing to the club sponsor and the principal of the school for approval prior to the actual induction. Hazing of students is strictly prohibited. Any organization which permits an induction to go beyond the scope of activities planned and previously approved shall be suspended until reinstated by the principal.

Sororities, fraternities, and all secret organizations are prohibited.

A parent or legal guardian must provide a dated written consent before a minor student is allowed to become a member of an extracurricular club or organization or participate in any extracurricular activities of a club or organization.<sup>1</sup>

Legal Reference:

1. T.C.A. § 49-6-1031(b).

Cross Reference:

- Knox County Board of Education Policy I-170 "Extracurricular Activities."

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By Knox County Law Director 1/2/2024  
/Gary T. Dupler/Deputy Law Director

<u>Section J:</u>  <b>Students</b>	<b>Knox County Board of Education Policy</b>		
	Descriptor Term:	Descriptor Code:	Issued:
	<b>Student Government</b>	<b>J-461</b>	<b>7/95</b>
		Reviewed:	Revised:
		<b>12/23</b>	<b>6/08</b>

Each school may establish an elected student council.

The council shall be governed by its own constitution which shall be approved by the principal and faculty of the school. Defining the council's jurisdiction shall be a joint and cooperative effort of the principal, teachers, students, and the student government constitution.

General purposes of the council shall be:

1. To promote better relationships between teachers and students;
2. To provide a communication channel for student opinion;
3. To promote organizational services for students and faculty;
4. To encourage positive attitudes, leadership, and citizenship; and
5. To contribute to the total educational growth of students.

Suggestions from the student council shall be given administrative consideration for adoption and/or implementation.

<b>Section J:</b>  <b>Students</b>	<b>Knox County Board of Education Policy</b>		
	Descriptor Term:	Descriptor Code:	Issued:
	<b>Student Publications</b>	<b>J-470</b>	<b>7/95</b>
		Reviewed:	Revised:
		<b>12/23</b>	<b>10/13</b>

## STUDENT RIGHTS

The student shall be allowed to responsibly express himself and to disseminate his views in writing.<sup>1</sup>

Any student may submit articles and editorials for school-sponsored publications.

## STANDARDS

School-sponsored publications shall adhere to commonly accepted community standards, and no printed or electronic material may be distributed which:

1. Is obscene;<sup>3</sup>
2. Is libelous;<sup>4</sup>
3. May create a material and substantial disruption of the normal school activity or appropriate discipline in the school.

## CONTROL AND SUPERVISION

Student publications shall be under the control of the principal. Each school shall have one or more faculty sponsors who review all publications proposed to be distributed in the school by a student or school group.<sup>2</sup>

## DISTRIBUTION

School authorities shall regulate the time, manner, place and duration for the distribution of publications on school grounds.

As it pertains to the school, distribution shall be defined as any manner of disseminating printed or electronic materials equally, systematically or merely at random to several or many persons on school grounds.

## APPEALS

If a request for distributing any portion of a student publication is denied by the faculty sponsor, the decision may be appealed to the principal, then to the Director of Schools, and ultimately to the Board.

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Legal References:

1. U.S. Constitution, Amendment 1.
2. Tinker v. Des Moines Independent Community District, 393 U.S. 503 (1969).
3. Miller v. California, 413 U.S. 15 (1973).
4. Schwartz v. Schuker, 298 F. Supp. 238, 242 (D.C.N.Y. 1969).
5. Braxton v. Municipal Ct., 10 Cal. 3d 138, 514 P. 2d 697, 109 Cal. Rptr. 897 (1973).

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By Knox County Law Director 11/17/2023  
*/Gary T. Dupler/Deputy Law Director*

<u>Section J:</u>  <b>Students</b>	<b>Knox County Board of Education Policy</b>		
	Descriptor Term:	Descriptor Code:	Issued:
	<b>Student Social Events</b>	<b>J-480</b>	<b>7/95</b>
		Reviewed:	Revised:
		<b>12/23</b>	<b>6/08</b>

Well-planned, staff-sponsored social events may be a valuable extension of the school program. Such events are the responsibility of the principal and those staff members to whom the principal may delegate such responsibility. Only those social events may be scheduled for which adequate facilities, protective personnel, and supervisory personnel are available.

<b>Section J:</b>  <b>Students</b>	<b>Knox County Board of Education Policy</b>		
	Descriptor Term:	Descriptor Code:	Issued:
	<b>Student Performance</b>	<b>J-490</b>	<b>7/95</b>
		Reviewed:	Revised:
		<b>12/23</b>	<b>11/17</b>

The following guidelines shall be used by principals in determining whether or not students may participate in community-sponsored activities during school hours:

1. The participation in the project shall not deprive students of time needed for acquiring basic skills.
2. The regular schedule shall not be interrupted unless the majority of the students benefit through their participation.
3. Neither an individual nor the school as a whole shall be permitted to use school time in working on community-sponsored projects unless such an undertaking is contributing to the educational program.
4. If the performance is school-sponsored and is open to the public, it shall be physically accessible to all students, their parents and/or legal guardians, and other interested citizens.<sup>1</sup>

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Legal Reference:

1. T.C.A. § 68-120-204.

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By Knox County Law Director 11/17/2023  
*/Gary T. Dupler/Deputy Law Director*

<u>Section J:</u>  <b>Students</b>	<b>Knox County Board of Education Policy</b>		
	Descriptor Term:	Descriptor Code:	Issued:
	<b>Student Solicitations</b>	<b>J-500</b>	<b>7/95</b>
		Reviewed:	Revised:
		<b>12/23</b>	<b>6/08</b>

The schools shall avoid exploiting students, whether by advertising or otherwise promoting products or services, soliciting funds or information, or securing participation in non-school related activities and functions. This policy shall not be construed as preventing a teacher from using instructional or informational materials even though the materials might include reference to a brand, product or a service. At the same time, schools shall inform and assist students in learning about programs, activities or information which may be of help or service to them. To attempt a fair balance, the following general guidelines shall apply:

1. Announcements over the school public address system and/or permission to post bulletins may be approved by the principal if they concern a program or service for youth by a non-profit local agency.
2. The principal shall determine which materials may be distributed to students, except that materials soliciting money or information may not be distributed without specific approval of the Superintendent.
3. No fund-raising activities shall be conducted without the approval of the Superintendent.
4. Students shall not be excused from a regular class to participate in a fund-raising activity.
5. No quotas shall be imposed on students involved and their efforts shall be voluntary.
6. The sale of supplies in the classroom as a fund-raising project for student activities is prohibited. This does not preclude the operation of a school store under the supervision of the principal or the non-profit sale of supplies which are used by students in making articles that become the individual's property.



<u>Section J:</u>  <b>Students</b>	<b>Knox County Board of Education Policy</b>		
	<b>Student Vehicles</b>	Descriptor Term:	Descriptor Code: Issued:
			<b>J-510 7/95</b>
		Reviewed:	Revised:
		<b>12/23</b>	<b>11/17</b>

The principal has the responsibility and the authority to regulate traffic and parking on the school campus in such a manner as to promote the safety of all concerned. In so doing, it is important that the principal work in cooperation with all officers of the law who are in any way concerned with traffic regulations in the school zone.

The Board provides transportation for all eligible students. However, on high school campuses with an existing parking area in addition to that needed for driver education ranges and employees' and visitors' parking, the principal may designate the surplus area for student parking.

Student parking, if allowed, and available, shall be subject to published local school regulations established by the principal and approved by the Director of Schools or designee. Eligibility for parking privileges shall be determined and shall be dependent upon the student's compliance with school regulations.

A student parking fee may be charged for the purpose of providing personnel and material deemed necessary by the principal for the enforcement of traffic and parking violations. The amount of the fee shall be determined by equitably prorating the total costs among the students using the privilege. The fee shall be subject to approval by the Director of Schools or designee upon written justification by the principal.

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Cross-reference:

Knox County Board of Education Policy E-173 "Private Vehicles for Transporting Students."

<b>Section J:</b>  <b>Students</b>	<b>Knox County Board of Education Policy</b>		
	Descriptor Term:	Descriptor Code:	Issued:
	<b>Contests for Students</b>	<b>J-520</b>	<b>7/95</b>
		Reviewed:	Revised:
		<b>12/23</b>	<b>6/08</b>

Contests and competitive activities sponsored by outside organizations shall not interfere with the regular school program.

The subject of a contest must be neither commercial nor sectarian.

To be recommended, an activity must be:

1. Appropriate to the age group for which it is conducted;
2. Designed to stimulate original individual work by the contestant;
3. Of the type which can be undertaken as a supplement to, rather than as a substitute for, regular school work.

Selection of contest winners shall be the responsibility of the sponsoring group.

Scholarships or monetary grants shall be considered the most appropriate types of awards for contest winners.

Contests shall not be held without the approval of the principal.

<u>Section J:</u>  <b>Students</b>	<b>Knox County Board of Education Policy</b>		
	<b>Awards and Scholarships</b>	Descriptor Term:	Descriptor Code: Issued:
			<b>J-530 7/95</b>
		Reviewed:	Revised:
		<b>12/23</b>	<b>11/17</b>

Schools shall encourage students to participate in approved activities that may earn appropriate recognition for both the school and its student. In the high schools, school counselors shall work with staff members and others:

- 1) to learn about appropriate opportunities; and
- 2) to encourage eligible students and their teachers to participate.

All activities for which awards, scholarships and other recognition are given must be educationally sound and related to activities normally sponsored by the school.

Principals of each school shall observe the following guidelines before approving any award or scholarship:

1. Students must benefit in some way.
2. Programs designed to promote or advertise a product or an ideology will not be approved.
3. Programs must be open to all students.
4. Programs must not place an undue burden on the student, teacher or school.
5. Entry fees, if any, must be minimal.
6. Programs may not interfere with the academic program.
7. Travel requirements must be minimal.
8. Awards for excellence may be made by and within a school or among schools.
9. The giving of prizes or medals or the making of any award by non-school affiliated persons or agencies must have the approval of the principal.

<u>Section J:</u>  <b>Students</b>	<b>Knox County Board of Education Policy</b>		
	<b>Gifts</b>	Descriptor Term:	Descriptor Code: Issued:
			<b>J-540 7/95</b>
		Reviewed:	Revised:
		<b>12/23</b>	<b>6/08</b>

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2	No designated instructional funds may be used to purchase gifts, including but not limited to presents,
3	donations, memorials, and flowers.
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5	Extreme discretion shall be exercised by teachers in accepting student gifts.
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7	Students may be permitted, with the approval of the principal, to exchange gifts on special occasions.
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<b>Section J:</b>   <b>Students</b>	<b>Knox County Board of Education Policy</b>		
	<b>Student Records</b>	Descriptor Term:	Descriptor Code:
			<b>J-550</b>
		Reviewed:	Issued:
		<b>12/23</b>	<b>7/95</b>
			Revised:
			<b>11/17</b>

A cumulative record shall be kept for each student enrolled in school. The folder shall contain, at a minimum, a health record, attendance record, and scholarship record; shall be kept current; and shall accompany the student through his school career.<sup>1</sup>

The name used on the record of the student entering the school system must be the same as that shown on the birth certificate, unless evidence is presented that such name has been legally changed. If the parent does not have or cannot obtain a birth certificate, then the name used on the records of such student shall be as shown on documents which are acceptable to the system as proof of date of birth.

The name used on the records of a student entering the system from another school must be the same as that shown on records from the school previously attended, unless evidence is presented that such name has been legally changed as prescribed by law.

When a student transfers and his records are requested from another school in the Knox County System, the school shall send the original records to the transfer school.

When a student transfers and his records are requested from a school outside of the Knox County System, the school shall keep the original records and send copies to the transfer school. The principal may withhold such copies until the student pays all outstanding debts to the school. The original green Tennessee immunization certificate should be sent to the requesting school and a copy should be kept at the base school.

Accumulative records kept on each student are property of the school system.<sup>1</sup>

Student records shall be confidential. Only authorized school officials may have access to student information for legitimate educational purposes without the consent of the student or parent/legal guardian.<sup>2</sup>

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Legal References:

1. TRR/MS § 0520-1-3-.03(B)(12)(a).
2. T.C.A. § 10-7-504(4); 20 U.S.C.A. § 1232g.

Approved as to Legal Form  
By Knox County Law Director 11/17/2023  
/Gary T. Dupler/Deputy Law Director

<b>Section J:</b>  <b>Students</b>	<b>Knox County Board of Education Policy</b>		
	Descriptor Term:	Descriptor Code:	Issued:
	<b>Student Records – Annual</b>	<b>J-551</b>	<b>7/95</b>
	<b>Notification of Rights</b>	Reviewed: <b>12/23</b>	Revised: <b>11/17</b>

Within the first three weeks of each school year, the school system shall notify parent(s) of students and eligible students\* of each student's privacy rights. For students enrolling after the above period, this information shall be given to the student's parent(s) or the eligible student at the time of enrollment.<sup>1</sup>

The notice will include the right of the student's parent(s) or the eligible student to:

1. Inspect and review the student's education records;
2. Seek correction of items in the record which are believed to be inaccurate, misleading or in violation of the student's rights, including the right to a hearing upon request;
3. File a complaint with the appropriate local state or federal officials when the school system violates laws and regulations relative to student records;
4. Obtain a copy of this policy and a copy of such educational records;
5. Exercise control over other people's access to the records, except when prior written consent is given, or under circumstances as provided by law or regulations, or where the school system has designated certain information as "directory information." Parent(s) of students or eligible students have two weeks after notification to advise the school system in writing of items they designate not to be used as directory information. The records custodian shall mark the appropriate student records for which directory information is to be limited, and this designation shall remain in effect until it is modified by the written direction of the student's parent(s) or the eligible student.

\*The student becomes an "eligible student" when he reaches age 18 or enrolls in a post-secondary school, at which time all of the above rights become the student's rights.<sup>2</sup>

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Legal References:

1. 20 USCA § 1232g; CFR Title 34, Part 99.
2. 20 USC § 1232g(d).

Approved as to Legal Form 9-29-2017  
By Knox County Law Director  
/Gary T. Dupler/Deputy Law Director

<u>Section J:</u>  <b>Students</b>	<b>Knox County Board of Education Policy</b>		
	<b>Student Educational Records</b>	Descriptor Term:	Descriptor Code: Issued:
			<b>J-552 7/95</b>
		Reviewed:	Revised:
		<b>12/23</b>	<b>1/22</b>

## PURPOSE

The purpose of this policy is to implement the provisions of the Family Educational Rights and Privacy Act (FERPA)<sup>1</sup> and Tennessee Code<sup>2</sup> to afford parents, legal guardians, and students who are eighteen (18) years of age or older certain rights with respect to the student's education records maintained by The Knox County Schools (KCS) and the Tennessee Department of Education (TDOE).

## Definitions

1. **Education Records** - The term education records means records, files, documents, and other materials which:
  - A. Contain information directly related to a student, including: state and national assessment results, including information on untested public school students; course taking and completion, credits earned and other transcript information; course grades and grade point average; date of birth, grade level and expected graduation date or graduation cohort; degree, diploma, credential attainment and other school exit information such as receipt of the GED® and drop-out data; attendance and mobility; data required to calculate the federal four-year adjusted cohort graduation rate, including sufficient exit and drop-out information; discipline reports limited to objective information sufficient to produce the federal Title IV annual incident report; remediation; special education data; demographic data and program participation information; and
  - B. Are maintained by the KCS or a person acting for the KCS.
2. **Personally Identifiable Information (PII)** - Personally identifiable information (PII) includes, but is not limited to:
  - A. Student's name;
  - B. Name of student's parent or other family member;
  - C. Address of student or student's family;
  - D. A personal identifier, such as student's social security number, student number, or biometric record;
  - E. Other indirect identifiers, such as student's date of birth, place of birth, race, disability status, and mother's maiden name;

F. Other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or

G. Information requested by a person who the LEA reasonably believes knows the identity of the student to whom the education record relates.

3. **Directory Information** - Directory information is information that is generally not considered harmful or an invasion of privacy if released and may be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. Since the Knox County Schools receives federal funding, the KCS must provide military recruiters, upon request, with student names, addresses and telephone listings, unless parents have advised in writing that they do not want their student's information disclosed. The term directory information relating to a student includes, but is not limited to:

A. Name;

B. Physical and electronic mail address;

C. Telephone listing;

D. Basic photograph (i.e., yearbook portrait);

E. Date and place of birth;

F. Major field of study;

G. Participation in officially recognized activities and sports;

H. Weight and height of members of athletic teams;

I. Dates of attendance;

J. Degrees and awards received; and

K. The most recent previous LEA or institution attended by the student.

## RESPONSIBILITIES

The Knox County schools shall:

1. Annually notify parents and legal guardians of their rights to request student information;
2. Annually notify parents and legal guardians of its definition of personally identifiable information;
3. Annually notify parents and legal guardians of its definition of directory information;
4. Adopt procedures to ensure security when providing student records to parents or legal guardians;



5. Adopt procedures to ensure student records and data are provided only to authorized individuals; and

6. Provide student records and data within forty-five (45) calendar days of a request.

The Knox County Schools shall not collect individual student data on a student's:

1. Political affiliation;

2. Religion;

3. Voting history;

4. Firearms ownership; and

5. On a student's biometrics, analysis of facial expression, EEG brain wave patterns, skin conductance, galvanic skin response, heart rate variability, pulse, blood volume, posture, and eye-tracking, without written consent of the parent or student.

#### **NOTICE OF PARENTAL RIGHTS CONCERNING EDUCATION RECORDS**

The following notice of parental rights concerning education records shall be sent to all parents annually as part of the information package provided to students and parents at the beginning of the school year:

Parents' rights include:

1. The right to inspect and review the student's education records within forty-five (45) calendar days after the day the KCS receives a request for access. Parents or students should submit to the school principal a written request that identifies the records they wish to inspect. The principal will make arrangements for access and notify the parent or student of the time and place where the records may be inspected.
2. The right to request amendment of the student's education records that the parent or student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under the Family Education Rights and Privacy Act (FERPA) and Tennessee Code. Parents or students who seek to amend a record should write the school principal or records custodian, clearly identify the part of the record they want changed and specify why it should be changed. If the principal or records custodian determines not to amend the record as requested, the principal or records custodian will notify the parent or student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or student when notified of the right to a hearing.
3. The right to provide written consent before the KCS discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA and Tennessee Code authorize disclosure without consent. One exception, which permits disclosure without consent, is disclosure to KCS officials with legitimate educational interests. A KCS official is a person employed by the KCS as an administrator, supervisor, instructor, or support staff member. A KCS official also may include a contractor who performs an institutional service or function for which the KCS would otherwise use its own employees and who is under the direct control of the Knox

County Schools with respect to the use and maintenance of PII from education records, such as: an attorney, auditor, medical consultant, or therapist; or other contractor or volunteer assisting another LEA official in performing his or her tasks. A KCS official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the LEA discloses education records without consent to officials of another public school district in which a student seeks or intends to enroll or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the LEA to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
 U.S. Department of Education  
 400 Maryland Avenue, SW  
 Washington, DC 20202  
<http://familypolicy.ed.gov/>

## **INSPECTION PROCEDURE**

Parent of students and eligible students [Eligible student is defined as a student who has reached the age of 18.] may inspect and review the student's education records upon written request to the custodian of the education record.<sup>3</sup> The written request must specify the record(s) he/she wishes to inspect as precisely as possible in order to avoid any confusion as to the record(s) requested. The custodian of the record (generally the principal in the student's school) shall, within 30 days of the written request, inform the parent or eligible student of the time and place where the records may be inspected. Unless the parent or eligible student agrees to a longer time frame in writing, the custodian of records shall arrange the time and place so that it is within 45 calendar days of the written request.

In the event that a child's educational record contains information about another child, then that portion of the record may not be reviewed and inspected by the parent or eligible student.

## **FEES FOR COPIES**

The fee for copies of records shall be set annually by the Superintendent. If the fee represents an unusual hardship, it may be modified by the custodian of the record.<sup>4</sup> The Knox County School District has no obligation to make copies of records in the following circumstances:

1. The parent or eligible student has an unpaid financial obligation to the school or school district; and
2. The parent or eligible student lives within commuting distance of Knox County Schools; and
3. The record requested consists of an examination or set of standardized test questions. (In this instance, there will be no copies made or access to the individual test or questions.)

## **DISCLOSURE OF EDUCATION RECORDS**

FERPA permits the disclosure of Personally Identifiable Information from students' education records, without consent of the parent or student, if the disclosure meets certain conditions stated in the FERPA

regulations and Tennessee Code. Except for disclosures to KCS officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or student FERPA regulations require the KCS to record the disclosure. Parents and students have a right to inspect and review the record of disclosures. The Knox County School System shall disclose information regarding the student's educational record only with the written consent of the parent or eligible student, except when the disclosure is:

1. To school officials deemed by Knox County Schools as having a legitimate interest in the record, thereby creating a need to know. For the purpose of this policy, a school official is defined as one or more of the following:
  - a. A person employed by the Knox County School System as an administrator, supervisor, instructor, or support staff personnel inclusive of but not limited to health or medical staff;
  - b. An elected School Board member;
  - c. A person employed by Knox County Schools or Knox County to perform certain specific duties such as but not limited to an attorney, auditor, consultant, therapist, security officer or any other position approved by the Board of Education or the general government of Knox County; and
  - d. Persons who serve on committees that are appointed by supervisory employees of the school system in an effort to assist them in completing their tasks.

A school official has a legitimate educational interest if the official is:

- a. Performing a task that is included in the position description or by agreement with their supervisor;
  - b. Performing a task related to the student's education;
  - c. Performing a task related to the discipline of a student;
  - d. Performing a service or benefit relating to the child or child's family included but not limited to health care, counseling, job placement or any other related services to the child's education; and
  - e. Performing services that maintain the safety and security of the child or campus.
2. To officials of another school, upon request, in which the student seeks or intends to enroll. Records may be forwarded to a requesting school district unless the parent has specifically requested in writing that the records not be sent; however, the school system reserves the right to send educational records to requesting school districts, without parent or eligible student request. In such case, the school system will notify the parent or eligible student that records have been sent.
  3. To comply with a judicial order or lawfully issued subpoena, provided the school system makes a reasonable effort to notify parent or eligible student of the judicial order or subpoena in advance of compliance so parent or eligible student may seek protective action.<sup>5</sup>

4. To federal and/or state officials that need information in order to audit or enforce legal conditions related to federally supported education programs in the school system.
5. To entities that have entered into a written agreement with the school system to conduct research and/or joint projects with the school system.
6. To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State department of education. Disclosures under this provision may be made, subject to the requirements of the Code of Federal Regulations (CFR)<sup>6</sup>, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation.
7. In connection with financial aid for which the student has applied or for which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.
8. To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to the CFR.<sup>7</sup>
9. To accrediting organizations to carry out their accrediting functions.
10. To parents of a student if the student is a dependent for IRS tax purposes.
11. To comply with a judicial order or lawfully issued subpoena.
12. To appropriate officials in connection with a health or safety emergency, subject to the CFR<sup>8</sup>. The Knox County Schools district may disclose personally identifiable information (PII) from education records without consent to threat assessment team members who are not employees of the school or school district if they qualify as "school officials" with "legitimate educational interests."
13. To requests for directory information.

### **CORRECTION OF EDUCATION RECORDS**

Parents or eligible students have the right to request that records be corrected that they believe are in error, misleading or in violation of their privacy rights.<sup>9</sup> The following are the procedures for requesting that a record be modified.

1. The parent(s) or eligible student(s) must make a written request to the school Principal or other appropriate custodian of the record to amend the record. The request must identify specifically the part of the record that they want changed, and they must specify why they believe it is inaccurate, misleading or a violation of the student's rights.

2. In the event that the custodian of the record determines not to amend the record, the parent(s) or eligible student shall be notified of the decision and advised of their right to a hearing to challenge the information believed to be inaccurate, misleading or in violation of the student's privacy rights. The hearing shall address only those issues specifically listed in the original request for amendment.
3. Upon written request to the Superintendent for a hearing, the parent or eligible student shall be informed of the date, time, and place for a hearing. This notice shall be within a reasonable time of the written request to the Superintendent.
4. The hearing shall be conducted by the designee of the Superintendent and the parents or eligible student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request letter to amend the record. The parent(s) or eligible student(s) may be assisted by representation including legal counsel if they choose.
5. The person in charge of the hearing shall make a determination solely on the basis of information presented at the hearing and shall issue a decision that includes a summary of evidence and the basis for the decision. The hearing shall take place only on the specifics raised in the original written request to amend the education record. Other issues will not be addressed by the hearing officer.
6. If the Knox County School System determines that the record is inaccurate, misleading or in violation of the student's privacy rights, then the parent or eligible student shall receive notice that the record has been amended.
7. If the Knox County School System determines that the challenged information is not inaccurate, misleading or in violation of the student's rights, then the system will not modify the record. The parent(s) or eligible student(s) may attach to the record a statement commenting on the challenged material and/or a statement setting forth their reasons for disagreeing with the decision.
8. The statement shall remain as a portion of the child's record as long as the challenged portion of the record is maintained by the school system.

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Legal References:

1. 20 U.S.C.A. § 1232g and 34 C.F.R. § 99.1, et seq.
2. T.C.A. §§ 10-7-504 and 49-1-701, et seq.
3. 20 U.S.C.A. § 1232g.
4. 20 U.S.C.A. § 1232g; TCA 10-7-506.
5. 34 C.F.R. § 99.31 (a)(9).
6. 34 C.F.R. § 99.35.
7. 34 C.F.R. § 99.38.
8. 34 C.F.R. § 99.36.
9. 20 U.S.C.A. § 1232g(a)(2).

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 By Knox County Law Director 11/17/2023  
 /Gary T. Dupler/Deputy Law Director

<u>Section J:</u>  <b>Students</b>	<b>Knox County Board of Education Policy</b>		
	<b>Student Fees and Fines</b>	Descriptor Term:	Descriptor Code:
			<b>J-560</b>
		Issued:	<b>7/95</b>
		Reviewed:	<b>12/23</b>
		Revised:	<b>2/24</b>

## FEES

Recognized school fees are as follows:<sup>4</sup>

1. Fees for activities that occur within regular school hours, including field trips, any portion of which falls within school hours;
2. Fees for activities and supplies required to participate in all courses offered for credit or grades;
3. Fees or tuition for courses taken for credit or grade during summer school;
4. Fees required for graduation ceremonies;
5. Fees for a copy of the student's records; and
6. Refundable deposits for locks or other security devices required for protection of school property when used in conjunction with courses taken for credit or a grade.

School fees are not:<sup>4</sup>

1. Fines for overdue library books;
2. Fines for the abuse of school parking privileges and other school rules developed for the safe and efficient operation of the school;
3. Charges for lost, damaged, or destroyed textbooks, library books, workbooks, or other school property;
4. Charges for debts owed the school;
5. Refundable deposits for locks or other security devices required for protection of school property when used in not-for-credit extracurricular activities;
6. Tuition for non-resident students.
7. Cost of admission to extra-curricular activities beyond regular school hours.
8. Charges for student parking access and the administration of student parking.

No fee shall be charged of any student as a condition to attend school.<sup>1</sup> However, all students shall be responsible for normal school supplies, such as pencils and paper.

At the beginning of the school year, each principal shall be responsible for providing to all students and their parents or legal guardians written notice of the requested student fees and the process for fee waiver. Any student, regardless of financial status, may request a fee waiver. The Director of Schools will establish a procedure through which a student's parents or legal guardians may request fees be waived.

Persons collecting fees shall be provided a list containing only the names of those students for whom a fee waiver has been submitted or who have fees waived. Waivers may be provided upon request.<sup>4</sup>

Prior to the beginning of school each year, the Director of Schools, upon the recommendation of the principals, shall approve all student fees for the upcoming school year. Additional fees may be approved during the year as needed.

## **FINES**

Students who destroy, damage, or lose school property, including but not limited to buildings, school buses, books, equipment, and records, must be responsible for the actual cost of replacing or repairing such materials or equipment.<sup>2</sup>

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/legal guardian has paid for the damages. When the student and parent are unable to pay the debt, the district shall provide a program of voluntary work for the minor. Upon completion of the work, the student's grades, diploma, and/or transcripts shall be released. Such sanctions shall not be imposed if the student is not at fault.<sup>3</sup>

Failure to remit the cost of replacing or repairing such materials or to make satisfactory arrangements with the administration for payment may result in suspension of the student. If payment is not remitted, the matter will be referred to the Board for final disposition.

Textbooks are available free to students as a loan. Parent(s) must accept full responsibility for the proper care, preservation, return, or replacement of textbooks issued to the student(s).

The condition of each book and a book number shall be recorded by the teacher issuing it.

The life of the book is considered to be six (6) years. Charges for lost books will be prorated based on the remaining life of the book. Damage fines will be based on the wear beyond that normally expected for one year. For one year's wear there will be no charge.

Fines may be assessed for overdue, damaged, or lost library books. In no event shall the fine exceed the current cost of replacing the book.

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Legal References:

1. T.C.A. § 49-6-3001(a); T.C.A. § 49-2-110(c).
2. T.C.A. § 37-10-101 through T.C.A. § 37-10-102.
3. TRR/MS § 0520-01-02(.16)(2)(b).
4. T.C.A. § 49-2-114.

Cross Reference:

- Knox County Board of Education Policy J-270 “Care of School Property.”

Approved as to Legal Form  
By Knox County Law Director 1/2/2024  
*/Gary T. Dupler/Deputy Law Director*



<u>Section:</u>  <b>Students</b>	<b>Knox County Board of Education Policy</b>		
	<b>Service Animals</b>	Descriptor Term:	Descriptor Code:
			<b>J-570</b>
		Reviewed:	Issued:
		<b>12/23</b>	<b>12/10</b>
			<b>10/16</b>

The Knox County Schools does not discriminate on the basis of disability, and complies with all state and federal laws, regulations, and rules regarding the use of service animals by students with disabilities under appropriate circumstances.

A service animal means any dog (or miniature horse as noted below) that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability.<sup>1</sup> Other species of animals, whether wild or domestic, trained or untrained, are not service animals.<sup>2</sup>

KCS may ask if the service animal is required because of a disability and what work or task the animal has been trained to perform.

Exceptions: KCS may ask an individual with a disability to remove a service animal from the premises if:

- (1) The animal is out of control and the animal's handler does not take effective action to control it;
- or
- (2) The animal is not housebroken.<sup>3</sup>

Animal under handler's control: A service animal shall be under the control of its handler. A service animal shall have a harness, leash, or other tether, unless either the handler is unable because of a disability to use a harness, leash, or other tether, or the use of a harness, leash or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must be otherwise under the handler's control (e.g., voice control, signals, or other effective means).<sup>4</sup>

Care or Supervision: KCS is not responsible for the care or supervision of a service animal.<sup>5</sup>

Knox County Schools will make reasonable modifications in policies, practices, or procedures to permit the use of a miniature horse by an individual with a disability if the miniature horse has been trained to do work or perform tasks for the benefit of the individual with a disability.

Assessment factors for miniature horses: In determining whether reasonable modifications in policies, practices, or procedures can be made to allow a miniature horse into a specific facility, the Knox County Schools shall consider:

- (1) The type, size, and weight of the miniature horse and whether the facility can accommodate these features;
- (2) Whether the handler has sufficient control of the miniature horse;
- (3) Whether the miniature horse is housebroken; and
- (4) Whether the miniature horse's presence in a specific facility compromises any safety protocols required for the proper operation of the facility.<sup>6</sup>

Parents must submit a written request for the use of a service animal to the principal/administrator of the school. The request must be made no less than three weeks prior to the proposed use of the service animal prior to bringing the service animal to school.

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Legal References:

1. 28 C.F.R. § 35.136 and 28 C.F.R. § 35.104.
2. 42 U.S.C.A. § 12134, 28 C.F.R. § 35.104, § 35.136 and T.C.A. § 62-7-112.
3. 28 C.F.R. § 35.136 (b).
4. 28 C.F.R. § 35.136 (d).
5. 28 C.F.R. § 35.136 (e).
6. 28 C.F.R. § 35.136 (i).

Approved as to Legal Form  
By Knox County Law Director 8/30/2016  
*/Gary T. Dupler/*Deputy Law Director

<u>Section:</u>  <b>Students</b>	<b>Knox County Board of Education Policy</b>		
	<b>Student Suicide Prevention</b>	Descriptor Code:	Issued:
		<b>J-580</b>	<b>1/17</b>
		Reviewed:	Revised:
		<b>12/23</b>	<b>2/24</b>

## SUICIDE STUDENT PREVENTION POLICY

Knox County Schools is committed to protecting the health and well-being of all students and understands that physical, behavioral, and emotional health are integral components of student achievement. Faculty and staff are expected to be proactive in maintaining a safe and supportive learning environment and to immediately report to the building principal any indications that a student may be in danger of harming himself/herself or others. Students are strongly encouraged to report if they, or another student, are feeling suicidal or in need of help. A summary of available resources shall be annually updated and posted for students in a high-traffic area in each school, and on the KCS website.

### PREVENTION

All district employees shall attend an annual 2-hour in-service training in suicide prevention. The training shall include, but is not limited to, the identification of risk factors, warning signs, interventions and response procedures, referrals, and postvention strategies.<sup>1,2</sup>

If a middle or high school uses student identification cards, the card shall indicate the telephone number for the National Suicide Prevention Lifeline; and the social media handle, telephone number, or text number for at least one (1) additional crisis resource, which may include, but not be limited to, the crisis text line or, if available, a local suicide prevention hotline. The same information shall be conspicuously placed in all middle and high schools regardless of the use of student identification cards.<sup>1</sup>

The Director of School Culture is responsible for planning, coordinating and monitoring the implementation of this policy. Each school principal shall designate a school suicide prevention coordinator to act as a point of contact for issues relating to suicide prevention and policy implementation. The Director of School Culture shall maintain a list of suicide prevention coordinators including the name of each school and assigned coordinators throughout Knox County Schools. This list shall be updated at least annually.

### INTERVENTION

Any employee who reasonably believes that a student is at imminent risk of suicide shall report such belief to the principal or designee. Indications that a student is at imminent risk of suicide shall include, but not be limited to, the student verbalizing the desire to die by suicide, evidence of a suicide attempt, and/or an act of self-harm. A student may also complete a student self-referral if he or she feels at risk of suicide. A student should report to a staff member if they believe another student is at imminent risk of suicide. This report should be investigated by staff in person, by phone or virtually.

In Person

1. Upon notification, the principal or designee shall ensure the student is placed under continuous adult supervision.
2. A Suicide Assessment will be completed by a school counselor, school psychologist or social worker designated by the school's principal or designee.
3. Emergency medical services shall be contacted immediately if an in-school suicide attempt occurs.
4. The principal or designee shall contact the Director of School Culture if additional support is required.

Prior to contacting the student's parent/legal guardian, the Director of Schools or his/her designee shall determine if there could be further risk of harm resulting from parent/legal guardian notification. If parent/legal guardian notification could result in further risk of harm or endanger the health or well-being of the student, then local law enforcement and the Department of Children's Services shall be contacted.

Virtually

Upon notification, the principal or designee shall attempt to contact the student's parent or legal guardian. A Suicide Assessment will be completed by a school counselor, school psychologist or social worker designated by the school's principal or designee in person, by phone or virtually. If the threat is thought to be imminent and a parent or legal guardian is not present with the student, emergency services will be sent to the student's home. The school staff member should attempt to stay in contact with the student until emergency services arrive. If the student's parent or legal guardian is at home, they will be instructed to provide continuous supervision of the student and seek medical attention for the student immediately. The principal or designee shall contact the Director of School Culture if additional support is required.

If appropriate, the principal or designee shall contact the student's parent/legal guardian and provide the following information:

1. Inform the parent/legal guardian that there is reason to believe the student is at risk of suicide;
2. Inform the parent/legal guardian if emergency services were contacted;
3. Inform the parent/legal guardian of the results of the Suicide Assessment.
4. Ask the parent/legal guardian whether he/she wishes to obtain or has obtained mental health counseling for the student;
5. Provide the names of community mental health counseling resources if appropriate.

The Director of Schools or designee will seek parental permission to communicate with outside mental health care providers regarding a student. If the student is under the age of 16 and the parent/legal guardian refuses to seek appropriate assistance, the Director of Schools or designee shall contact the Department of Children's Services. If the student is 16 years of age or over and refuses to seek appropriate assistance, the Director of Schools or designee shall contact the Department of Children's Services.<sup>3</sup>

The principal or designee shall document the incident, including contact with the parent/legal guardian, by recording:

1. The time, date and circumstances which resulted in the student coming to the attention of school officials;
2. A timeline of the specific actions taken by school officials;
3. The parent/legal guardian contacted, including attempts;

4. The parent/legal guardian's response; and
5. Time and date of release of student to authorized individual.
6. Anticipated follow-up and safety plan. (Schedule safety plan review date as appropriate.)

Upon returning to school, the principal and school counselor and/or school psychologist shall meet with the student and his/her parent or legal guardian in order to develop a safety plan. A school support team shall convene to determine if additional evaluation and/or supports are needed. The principal will identify an employee to periodically connect with the student to monitor his/her safety and address any problems or concerns with re-entry.

### **ASSESSMENT AND CARE TEAM**

Knox County Schools is committed to maintaining campuses and workplace environments that are safe and secure for all students, staff, faculty, and visitors. As part of this commitment, Knox County Schools has established an Assessment and Care Team ("AaCT"), which is empowered to support school staff in assessing risk and, in cooperation with other agencies as appropriate, formulate an appropriate response in situations where an individual's behavior and/or statements indicate they may present a threat to the health or safety of themselves or of others. The AaCT seeks to mitigate potential risks before they result in harm.

The AaCT consists of school administrative and counseling or school psychologist staff, along with any other staff who are assigned by the Executive Director of Student Supports and Director of School Culture.

### **POSTVENTION**

Immediately following a student suicide death, the school or district crisis team shall meet and develop a postvention plan. At a minimum, the postvention plan shall address the following:

1. Verification of death;
2. Preparation of school and/or district response, including support services;
3. Informing faculty and staff of a student death;
4. Informing students that a death has occurred;
5. Providing counselors to support students, faculty and staff at the school; and
6. Providing information on the resources available to students, faculty and staff.

The crisis team shall work with teachers to identify the students most likely to be impacted by the death in order to provide additional assistance and counseling if needed. Additionally, staff and faculty will review suicide warning signs and reporting requirements.

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#### **Legal References:**

1. T.C.A. § 49-6-1901 et seq.
2. T.C.A. § 49-6-3004(c) (1).
3. T.C.A. § 33-8-202.

Approved as to Legal Form  
By Knox County Law Director 1/2/2024  
/Gary T. Dupler/Deputy Law Director