

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

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

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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.

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

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

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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.¹

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.

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

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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.¹

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.

Legal References:

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

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

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

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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.
10
- 11 10. Implement the strategic plan as currently adopted by the Board.
12
- 13 11. Give full time and attention to the duties of the Director of Schools.
14
- 15 12. Perform other such official duties as may be prescribed by law.
16

17 *Fiscal Management*

- 18 1. Keep a detailed and accurate account of all receipts and disbursements of public school funds.
19
- 20 2. Issue all warrants authorized by the Board for expenditures.
21
- 22 3. Make appropriate written reports for the Board detailing all receipts and expenditures of the public
23 school funds and submit them to the local funding body.
24
- 25 4. Report to the local funding body and the Commissioner of Education whenever it appears that any
26 portion of the school fund has been, or is in danger of being, misappropriated or illegally disposed
27 of or not collected.
28
- 29 5. Prepare, annually, with the Chair of the Board, a budget for the schools in the system, to submit
30 the same to the Board for its approval and to present to the local funding body for adoption.
31
- 32 6. File a copy of the budget adopted by the local funding body with the Commissioner of Education
33 within ten (10) days after its adoption.
34
- 35 7. Encourage development of sound business practices and continually assess business practices to
36 achieve efficiency. Provide direction and supervision of school business functions by:
37
 - 38 a. Implementing process improvements in response to recommendations produced by the
39 annual audit.
40
 - 41 b. Providing for an orderly transfer of school financial records between an outgoing and
42 incoming principal.
43
 - 44 c. Receiving, reviewing, and permanently filing all internal accounting reports submitted by
45 principals and reporting any irregularities to the Board.
46
 - 47 d. Furnishing each principal with a copy of the manual for internal accounting and the
48 necessary training and assistance to adequately use it.
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1 e. Taking action to encourage the prompt submission of all reports herein described.
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3 *Personnel Administration*
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- 5 1. Hire, transfer, suspend, non-renew, and dismiss all personnel, with the exception of placing
6 teachers on tenure and dismissing tenured teachers.
7
- 8 2. Recommend to the Board teachers who are eligible for tenure.
9
- 10 3. Assign teachers and other employees in the best interests of the schools.
11
- 12 4. Organize and reorganize central office staff.
13
- 14 5. Require all teachers to submit their certificates to teach and keep a complete record of the same.
15
- 16 6. File all contracts entered into with all employees of the Board.
17
- 18 7. Grant any employee access any at reasonable time to his or her personnel file and provide a copy
19 of documents upon payment of reasonable compensation.
20

21 *Instructional Leadership*
22

- 23 1. Serve as the chief school executive. Ensure the development and maintenance of a positive
24 educational program designed to meet the needs of the community and to carry out the policies of
25 the Board. Ensure that a system of thorough and efficient education, as defined by state law, is
26 available to all students.
27
- 28 2. Require the use of the state course of study and the system of promoting students in accordance
29 with the Commissioner of Education.
30
- 31 3. Sign all certificates and diplomas of students who complete the requisite courses of study.
32
- 33 4. Maintain general supervision of all schools, visit schools from time to time, and advise the Board
34 as to their conditions and means for improvement.
35
- 36 5. Enforce the provisions of Tennessee State Board of Education Rule 0520-01-02-.07 regarding
37 library information centers.
38

39 *Community Engagement*
40

- 41 1. Promote community support of schools throughout the district by sharing information on district
42 programs, services, and needs, reports, plans, events, and activities.
43
- 44 2. Solicit community input on opportunities for continuous improvement.
45
- 46 3. Identify and leverage available community resources and partnerships to support education and
47 healthy child development.
48
- 49 4. Develop strategies to promote family involvement in students' education and provide
50 opportunities for parent-teacher interactions.

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- 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.

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

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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

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

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Through an annual evaluation of the Director of Schools,¹ 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

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

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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.¹

All contracts shall provide:^{2,3}

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.

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

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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.¹ 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.² 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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/Gary T. Dupler/Deputy Law Director

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

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

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

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

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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.¹

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.²

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

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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.

1
2 Paid Advertising: The payment of money or other economic benefit to the district or schools within the
3 district for advertising.

4
5 Facilities: Individual buildings and real property owned or operated by KCS, or over which KCS has full
6 or partial control.

7
8 Sponsorship: The third party monetary or in-kind support of a school, program or student activity without
9 the expectation of any direct benefit to or recognition of the third party. "Sponsorship" is not
10 "Advertising" as defined under this policy.

11 12 **PAID ADVERTISING**

13
14 The Board recognizes that the funds that the schools and the district may derive from such paid advertising
15 will benefit the district, its schools, students, employees, programs, and the community. No paid
16 advertising may be placed in or used by the district or a school except as defined and permitted herein and
17 approved in accordance with this policy. No paid advertising shall be construed as or constitute an
18 endorsement by the Board, district, or school of any product, service, activity, program, or organization,
19 and the district reserves the right to reject any paid advertising.

20
21 Subject to the approvals herein, paid advertising may be allowed on KCS athletic facilities, stadiums,
22 ball fields, gymnasiums, auditoriums, program pamphlets, school publications, or any other venue where
23 such paid advertising would be directed primarily to members of the public.

- 24
25 (1) There shall be no paid advertising in the classrooms or in any other venue where such paid
26 advertising would be principally directed at KCS students.
- 27 (2) There shall be no paid advertising on the exterior of a building, or that involves the erection of
28 an apparatus on school grounds, or that involves the anchoring of signage into a physical wall
29 without the prior written approval of the Director of Schools or the Director's designee.
- 30 (3) There shall be no billboards or signage on the top of KCS buildings.
- 31 (4) Paid advertising may take the form of ads in programs, yearbooks, or newspapers; fixed signage;
32 banners; sponsorship of an academic or athletic event(s), or team(s).
- 33 (5) All paid advertising must be documented by a contract signed by the KCS principal or
34 administrator in charge and the Director of Schools or designee. All advertisements must be
35 approved by the principal or administrator in charge before being displayed, and may not conflict
36 with the school's civic or educational mission.
- 37 (6) No paid advertising contract shall be of duration of more than one year without prior Board
38 approval.
- 39 (7) This policy is intended solely to sell paid advertising to raise revenue to defray costs and
40 expressly does not create a public forum for public expression.
- 41 (8) Decisions of the principal or administrator in charge to allow or disallow paid advertising may
42 be appealed to the Director of Schools or the Director's designee, whose decision shall be final.

43 44 **UNPAID ADVERTISING**

45
46 The district and schools may, cooperate in furthering the work of any non-profit, social service agency,
47 provided that such cooperation does not restrict or impair the educational programs of the schools. Civic
48 or other non-profit, non-political organizations may advertise events pertinent to the students' interest or
49 involvement. Advertisements or solicitation from an organization will be considered for distribution
50 without regard to the organization's religious or secular viewpoint. The distributors of any unpaid

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

8 **CRITERIA FOR ADVERTISING**

9
 10 All advertising or solicitation must meet the following criteria:

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

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Legal Reference:

- 43 1. T.C.A. § 49-6-2009.

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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

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

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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.

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

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

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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.¹ 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.

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

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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.

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

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

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2 The Board endorses a parent and community participation in school and during school activities and
3 believes that these are critical elements in providing all students an excellent education. However, for the
4 safety and security of all students it is important that access to schools be closely monitored.
5

6 During the school day and immediately before and after the school day all visitors will report to the school
7 office when entering the school and log in with the school administration. Exceptions to this include
8 special occasions such as school programs, athletic events, open house and similar public events.
9 Authorization to visit elsewhere in the building or on the school campus will be determined by the
10 principal or the principal’s designee. Guest passes shall be issued for all persons other than students and
11 employees of the school or school system.¹
12

13 In order to maintain the conditions and atmosphere suitable for learning, no person shall enter onto the
14 grounds or into the school buildings during the hours of student instruction except students assigned to
15 that school, the staff of the school, parents of students, approved volunteers and other persons with
16 specific permission to be on school premises.
17

18 The principal or the principal’s designee has the authority to exclude from the school premises any visitor
19 disrupting the educational programs in the classroom or in the school, disturbing the teachers or students
20 on the premises or on the premises for the purpose of committing an illegal act.² In the event of a crisis,
21 the principal or designee may exclude any persons deemed necessary in order to maintain security.
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23 The principal shall engage law enforcement officials when he or she believes the situation warrants such
24 measures. The Director of Schools may empower other school employees to engage law enforcement
25 officials in times of emergency.
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32 Legal References:

- 33 1. Student and Employee Safe Environment Act of 1996.
34 2. T.C.A. § 49-6-2008; T.C.A. § 39-14-406.
35

36 Cross Reference:

- 37 1. Knox County Board of Education Policy B-230 Civility Code.
38

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

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

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.^{1,6}
- 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.

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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.²

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.

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

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

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

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.

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

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

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

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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.

1 It is presumed any video files provided to law enforcement will be archived by the receiving entity.
2 Therefore, these video files will only be archived for one year by the Knox County Schools.
3

4 **PARENTAL ACCESS TO VIDEO**

5
6 Parent(s) or legal guardian(s) may request to view archived video that is associated with an incident or
7 disciplinary action involving their (his, her) student. This request should be made in writing to the Chief
8 of Communications for the Knox County Schools. If a principal receives a request for a bus video, that
9 request must be forwarded to the Chief of Communications. The video will be prepared for viewing to
10 ensure to the extent possible that no violation of any privacy statute or regulation would occur through
11 the requested viewing.
12

13 Parents/legal guardians must view the prepared video in the presence of either a school principal, the
14 Chief of Security, or his/her designee, or the Transportation Safety Officer.
15

16 If a parent or legal guardian wishes to view video that has been provided to a law enforcement agency,
17 the parent must address that request directly to the appropriate law enforcement entity.
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19 Copies of video will not be released except through appropriate legal discovery or court action.
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Legal References:

- 41 • Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §§ 1232g et seq.
- 42 • Balancing Student Privacy and School Safety: A Guide to the Family Educational Rights and Privacy Act for Elementary and
43 Secondary Schools, U.S. Department of Education (October 2007), available at
44 <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/safeschools/index.html>.
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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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<u>Section C:</u> General School Administration	Knox County Board of Education Policy			
	Surveillance Photograph/Video Retention and Viewing	Descriptor Term:	Descriptor Code:	Issued:
			C-231	1/20
		Reviewed:	Revised:	
	11/24	4/24		

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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.

1 School surveillance video which is formatted and provided to school administrators will be archived and
2 retained for a minimum of one year or until any disciplinary or administrative action associated with the
3 video is complete – whichever is greater.
4

5 It is presumed any video files provided to law enforcement will be archived by the receiving entity. Such
6 video files will be archived by the Knox County Schools and retained for one year or until any disciplinary
7 or administrative action associated with the video is complete – whichever is greater.
8

9 **PARENTAL ACCESS TO VIDEO**

10
11 Parent(s) or legal guardian(s) may request to view archived video that is associated with an incident or
12 disciplinary action involving their (his, her) student. This request should be made in writing to the Chief
13 of Communications for the Knox County Schools. If a principal receives a request for a video, that
14 request must be forwarded to the Chief of Communications. The video will be prepared for viewing to
15 ensure to the extent possible that no violation of any privacy statute or regulation would occur through
16 the requested viewing.
17

18 Parents/legal guardians must view the prepared video in the presence of either a school principal, the
19 Chief of Security, or his/her designee, or other district supervisory personnel.
20

21 If a parent or legal guardian wishes to view video that has been provided to a law enforcement agency,
22 the parent must address that request directly to the appropriate law enforcement entity.
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24 Copies of video will not be released except through appropriate legal discovery or court action.
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39 Legal References:

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

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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
49

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

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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.¹

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.²

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.¹

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.

- 1 2. If a written request for a reasonable accommodation is denied by the Assistant Superintendent of
 2 Business and Talent, then the student, teacher, employee, or the student's parent or legal guardian,
 3 as applicable, may appeal the denial to the Director of Schools.
 4
- 5 3. If a written request for a reasonable accommodation is denied by the Director of Schools, then the
 6 student, teacher, employee, or the student's parent or legal guardian, as applicable, may appeal the
 7 denial by requesting a hearing on the matter before an impartial hearing officer selected by the
 8 Knox County Board of Education.
 9
- 10 4. To appeal the Director of School's decision, the student, teacher, employee, or the student's parent
 11 or legal guardian, as applicable, must give written notice to the Director of Schools of the
 12 individual's request for a hearing within fifteen (15) calendar days of the individual's receipt of
 13 the Director of School's decision denying the request for accommodation.
 14
- 15 5. The Director of Schools shall name an impartial hearing officer within five (5) days following the
 16 Director of School's receipt of a request for a hearing.
 17
- 18 (a) The impartial hearing officer shall notify all parties of the hearing officer's assignment and
 19 schedule a hearing no later than thirty (30) days following the Director of School's receipt of
 20 the individual's request for a hearing;
 21 (b) The impartial hearing officer may conduct all or part of the hearing by telephone if each
 22 participant has an opportunity to participate by telephone;
 23 (c) The hearing must be conducted privately; and
 24 (d) The impartial hearing officer shall, within ten (10) days of the hearing's conclusion, provide
 25 a written decision to all parties.
 26

27 Mandates

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 29 Only those members of the same sex shall be allowed in a multi-occupancy restroom or changing facility
 30 designated for the student's, teacher's, or employee's sex within Knox County Schools' buildings.
 31

32 Only those members of the same sex shall be allowed to share sleeping quarters with each other while at
 33 school or participating in school-sponsored activities, unless the member of the of the opposite sex is a
 34 family member of the student, teacher, or employee. In the case of the exception, there shall be separate
 35 quarters for the family members.
 36

37 Single occupancy restrooms in Knox County Schools' buildings shall be marked as unisex.
 38

39 Legal Reference:

- 40
 41 1. T.C.A. § 49-2-801 et seq.
 42

43 Cross Reference:

- 44 • Knox County Board of Education Policy I-171 "Interscholastic Athletics."
 45

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

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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;

1
2 c. Activity that meets the definitions of sexual assault as defined in 20 U.S.C 1092(f)(6)(A)(v),
3 dating violence as defined in 34 U.S.C. 12291(a)(10), domestic violence as defined in 34
4 U.S.C. 12291(a)(8), or stalking as defined in 34 U.S.C. 12292(a)(30).

5
6 d. Behaviors that constitute sexual harassment may include, but are not limited to:

- 7
8 1. Sexually suggestive remarks;
9
10 2. Verbal harassment or abuse;
11
12 3. Sexually suggestive pictures;
13
14 4. Sexually suggestive gesturing;
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16 5. Harassing or sexually suggestive or offensive messages which are written and/or
17 electronic;
18
19 6. Subtle or direct propositions for sexual favors; and
20
21 7. Touching of a sexual nature.
22

23 6. **Supportive Measures** means non-disciplinary, non-punitive individualized services offered as
24 appropriate, as reasonably available, and without fee or charge to the complainant or the
25 respondent before or after the filing of a formal complaint or where no formal complaint has been
26 filed. Such measures are designed to restore or preserve equal access to the recipient's education
27 program or activity without unreasonably burdening the other party, including measures designed
28 to protect the safety of all parties or the District's educational environment, or deter sexual
29 harassment. Supportive measures may include counseling, extensions of deadlines or other
30 course-related adjustments, modifications of work or class schedules, restrictions on contact
31 between the parties, leaves of absence, increased security and monitoring of certain areas of the
32 campus, and other similar measures. The District must maintain as confidential any supportive
33 measures provided to the complainant or respondent, to the extent that maintaining such
34 confidentiality would not impair the ability of the District to provide the supportive measures. The
35 Title IX Coordinator is responsible for coordinating the effective implementation of supportive
36 measures.
37

38 **REPORTING**

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40 Alleged victims of sexual harassment or sex-based discrimination, or their parents or legal guardians,
41 shall report these incidents immediately to the Principal, building level administrator, or Title IX
42 Coordinator. Any reports made to staff should be forwarded to the Principal or building level
43 administrator immediately but no later than 24 hours of the expressed concern. Anonymous reports may
44 be made; however, disciplinary action may not be based solely on an anonymous report. Formal
45 complaints of sexual harassment may be filed with the Title IX Coordinator in person, via mail, or email
46 at titleix@knoxschools.org, or by visiting <http://www.knoxschools.org/titleix> and completing the online
47 Title IX incident report form.
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1 Any employee or member of the board of education who has knowledge of sexual harassment or
2 allegations of sexual harassment occurring in the education program, any activity of the school system,
3 or the work environment must report that information immediately to the Title IX Coordinator.
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5 **GRIEVANCE PROCESS**

6
7 The District shall establish a Title IX grievance procedure to resolve Title IX complaints adequately,
8 reliably, impartially, and promptly. The Title IX grievance procedure shall be updated and published on
9 the District's website in accordance with Title IX requirements. For more information regarding Title IX,
10 visit <https://www.knoxschools.org/titleix>.
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38 Legal References:

- 39 1. 34 CFR § 106 et seq.
- 40 2. 20 U.S.C. § 1092.
- 41 3. 34 U.S.C. § 12291.

42 Cross References:

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

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

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

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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.

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