

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

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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>		
	<b>Buildings and Grounds Management</b>	Descriptor Term:	Descriptor Code:
		Issued:	
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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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*/Gary T. Dupler/Deputy Law Director*

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

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2 Within board policy, the Director of Schools/designee(s) and principal shall develop procedures for  
3 keeping school facilities safe and free from hazards. The District shall maintain controlled access points  
4 as required by law, including locked doors and monitoring, with features unique to specific schools  
5 provided in each school's safety plan. School level safety teams must be established in conjunction with  
6 the district safety team.<sup>1,2</sup>  
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8 All school employees are responsible for the safety of the school in which they operate and shall report  
9 current and potential hazards to their immediate supervisors. Violations of safety procedures are  
10 significant and are subject to the District's progressive discipline procedures.  
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12 Each principal is responsible for seeing that the practice of safety is a part of the instructional program of  
13 the school and that it is appropriately geared to students at different grade levels.<sup>3</sup>  
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15 The program shall include:

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

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31 Only students assigned to the school, the staff of the school, parents of students, and other persons with  
32 lawful and valid business on the school premises shall enter onto the grounds or into the buildings of the  
33 schools during the hours of student instruction. All staff members shall report to the principal all persons  
34 appearing to be improperly on school premises.<sup>4</sup>  
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36 The principal shall secure assistance from law enforcement officials when he/she deems it necessary in  
37 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.”

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

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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.

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<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:
		E-122	7/95
	Descriptor Term:	Reviewed:	Revised:
	1/25	5/24	

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**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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<u>Section E:</u>  <b>Business Management</b>	<b>Knox County Board of Education Policy</b>			
	<b>Crisis Management</b>	Descriptor Term:	Descriptor Code:	Issued:
			<b>E-123</b>	<b>7/95</b>
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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.

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/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 Term:	Descriptor Code:
			<b>E-124</b>
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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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*/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>
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<b>1/25</b>	<b>7/22</b>		

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**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.

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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.

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*/Gary T. Dupler/Deputy Law Director*

<u>Section E:</u>  <b>Business Management</b>	<b>Knox County Board of Education Policy</b>		
	<b>Descriptor Term:</b>  <b>Community Use of School Facilities</b>	<b>Descriptor Code:</b> <b>E-130</b>	<b>Issued:</b> <b>7/95</b>
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**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>			
	<b>Equipment and Supplies Management</b>	Descriptor Term:	Descriptor Code:	Issued:
			<b>E-140</b>	<b>7/95</b>
		Reviewed:	Revised:	
	<b>1/25</b>	<b>8/15</b>		

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**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.

Approved as to Legal Form  
By Knox County Law Director 3/18/2024  
*/David L. Buuck/Chief 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>Energy and Utility Management</b>	<b>E-141</b>	<b>7/10</b>
		Reviewed:	Revised:
	<b>1/25</b>		

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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 Term:	Descriptor Code:	Issued:
			<b>E-150</b>	<b>7/95</b>
		Reviewed:	Revised:	
	<b>1/25</b>	<b>4/23</b>		

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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.

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>Traffic and Parking Controls</b>	Descriptor Term:	Descriptor Code:	Issued:
			<b>E-160</b>	<b>7/95</b>
		Reviewed:	<b>1/25</b>	Revised:
		<b>5/08</b>		

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The principal of each school shall develop and implement a plan to ensure maximum vehicular and pedestrian safety for the school’s campus and shall submit it to the Director of Schools for approval. The plan shall include a sketch showing various parking areas, traffic flow, areas reserved for school bus loading and unloading; the location of any safety hazards as areas to be avoided by vehicles or students, and dismissal times for car and bus students. Principals are encouraged to use the School Security Department in the formulation of traffic and parking plans.

The Director of Schools shall approve all fees for parking permits and review use and distribution of said fees.

Students who ride bicycles or drive vehicles to school must leave the vehicles parked in designated areas until the end of the school day, unless permission to use the vehicle is obtained from the principal.

<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>	

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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

1 customer service office from 6:00 a.m. until 5:30 p.m. on weekdays when school is in session and by the  
 2 Knox County Schools Security Dispatcher at all other times. All allegations will be directed to  
 3 appropriate Knox County Schools personnel for investigation, and all investigations will be completed in  
 4 accordance with Tennessee Code Annotated § 49-6-2116.

5  
 6 At the beginning of each school year, parents will be provided notification of the procedure to report  
 7 suspected bus related safety infractions.

## 8 9 **RECORDS RETENTION AND MAINTENANCE**

10  
 11 Beginning not later than January 1, 2018, the Knox County Schools Transportation Department shall  
 12 maintain the following records in either hardcopy or digital/electronic form:

- 13
- 14 1. School bus maintenance and inspection records
- 15 2. School bus driver credentials, background checks, health records and any completed performance
- 16 reviews
- 17 3. Driver training records; and
- 18 4. Any bus and driver related complaints received and any record of investigation of lodged
- 19 complaints
- 20

## 21 **END OF ROUTE BUS CHECK**

22  
 23 All drivers of a bus or any other vehicle transporting students for Knox County Schools shall fully inspect  
 24 their vehicle after dropping the final student from each school they serve or any time the vehicle is vacated  
 25 by the driver for any purpose to be certain that no child remains on the vehicle.<sup>4</sup>

26  
 27 A driver or contractor's failure to comply with this requirement shall result in disciplinary action as  
 28 appropriate.

## 29 30 **QUALIFICATIONS OF BUS DRIVERS EMPLOYED BY CONTRACTED PARTIES**

- 31
- 32 1. Bus driver applicants must be of good character, competency, and fitness to be employed.
- 33 2. No person shall be authorized to drive a school bus providing services to Knox County Schools
- 34 in any capacity until they have attained 25 years of age, have at least five consecutive years
- 35 unrestricted driving experience, satisfactorily complete a local and Tennessee Bureau of
- 36 Investigation background screening, and a drug screening as required by the DOT and Board
- 37 policy. A Certificate of Eligibility (Tennessee Department of Safety, Form 2-C) shall not be issued
- 38 until results of the investigation are made available to Knox County Schools<sup>5</sup>;
- 39
- 40 3. Drivers employed for individuals under a contractual agreement with the Board must be included
- 41 on the Driver Eligibility Roster maintained by the Transportation Department to provide services
- 42 in any capacity (including field trips and athletic events).
- 43
- 44 4. School bus drivers shall possess a valid commercial driving license with appropriate endorsements
- 45 to operate a school bus with an unrestricted operator's license.<sup>6</sup>
- 46
- 47 5. All bus drivers shall satisfactorily complete an annual physical examination.
- 48
- 49 6. DOT compliant or alternative drivers shall meet all qualifications and requirements for regular
- 50 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.

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15. All school buses operated on behalf of Knox County Schools shall post a notice in a conspicuous place on each school bus in operation to notify others that no person shall enter onto school buses except for those authorized pursuant to T.C.A. § 49-6-2008.<sup>7</sup>

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Legal References:

- 1. T.C.A. § 49-6-2101-2113; TRR/MS § 0520-1-5-01.
- 2. T.C.A. § 55-10-107.
- 3. T.C.A. § 55-10-107.
- 4. T.C.A. § 49-6-2114.
- 5. T.C.A. § 49-6-2107.
- 6. TDOS § 1340-3-3.
- 7. T.C.A. § 49-6-2008(e).

Approved as to Legal Form  
By Knox County Law Director 1/17/2025  
*/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>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>		

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**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.

1 Eligible elementary school students should have a designated bus stop located no further than one-fourth  
 2 (1/4) of a mile from their home unless there is not a safe location within that range to place a bus stop. In  
 3 that case, a bus stop will be located as close to one-fourth (1/4) of a mile from their home as possible.  
 4 Similarly, bus stops for elementary school students should be no closer than one-fourth (1/4) mile to one  
 5 another on bus routes, but safety considerations may alter these distances.

6  
 7 Eligible middle and high school students should have a designated bus stop located no further than one-  
 8 half (1/2) of a mile from their home unless there is not a safe location within that range to place a bus  
 9 stop. In that case, a bus stop will be located as close to one-half (1/2) of a mile from their home as  
 10 possible. Bus stops for middle and high school students should be no closer than one-half (1/2) mile to  
 11 one another on bus routes, but safety considerations may alter these distances.

12 Eligible students who live in a development, subdivision, apartment complex, etc. without a continuous  
 13 route of travel or who live on a dead-end road will have a designated bus stop located near the  
 14 development entrance or the nearest intersection with a traversable road. Stops may be added within a  
 15 development if there is a suitable turnaround location for the bus and one of the following conditions is  
 16 met:

- 17 1. the distance from the entrance to the last residence along the shortest road route exceeds three-  
 18 fourths (3/4) of a mile, or
- 19 2. fifteen (15) or more students ride the bus on a regular basis.

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 22 If any portion of a development, subdivision, apartment complex, etc. extends outside of the Parent  
 23 Responsibility Zone but the only entrance(s) to that development are inside the Parent Responsibility  
 24 Zone, all students residing in that development are eligible for transportation services.

25 The principal or their designee have the discretion to grant permission for a student to ride a non-assigned  
 26 bus or utilize a non-assigned bus stop on a temporary basis by sending a signed note to the bus driver.

27  
 28 A parent or legal guardian may request for their child to exit a school bus at a destination other than their  
 29 assigned bus stop on the student's return bus route after dismissal of school. The parent or legal guardian  
 30 shall provide the building level administrator, or their designee, with a signed note from the parent or  
 31 legal guardian requesting the change for that specific day. If the building level administrator, or their  
 32 designee, approves the request, that person should also sign the note and provide the driver a copy bearing  
 33 both signatures.<sup>2</sup>

34  
 35 Knox County Schools shall not provide transportation services to a location for the purpose of providing  
 36 care to students prior to or immediately following the instructional day unless all of the following criteria  
 37 are met:

- 38 1. A request is submitted by the child's parent/legal guardian.
- 39 2. School buses are not required to deviate from an established route.
- 40 3. No additional buses or other costs are incurred and seating is available.
- 41 4. The service facility's location and the school of the student's enrollment are located within the  
 42 same attendance zone.
- 43 5. The student's primary residential address does not lie within the parent responsibility zone.
- 44 6. The program provider shall provide supervision when students board or leave the school bus at  
 45 their facility.

46  
 47 In all other cases, parents/legal guardians who choose to enter into a joint agreement with a childcare  
 48 provider shall assume all responsibility for transporting the child to and from the provider's location. Each  
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1 school will establish a procedure for parents/legal guardians to designate and provide permission for  
2 another party to transport their child.

### 4 **BUS ROUTES**

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.

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.

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.

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.

### 18 **TRANSIT TIME**

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>

### 23 **SCHEDULING AND ROUTING APPEALS**

25 Appeals of all matters related to school bus scheduling or routing shall be made to:

- 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

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.

### 38 **RESPONSIBILITY FOR STUDENTS AT BUS STOPS**

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.

### 46 **PAYMENT IN LIEU OF TRANSPORTATION**

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

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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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>Descriptor Term:</b>  <b>Agreement for Pupil Transportation Services</b>	<b>Descriptor Code:</b> <b>E-172</b>	<b>Issued:</b> <b>7/95</b>
		<b>Reviewed:</b> <b>1/25</b>	<b>Revised:</b> <b>5/24</b>

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**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.

1 No items shall be displayed inside the passenger area or exterior of a school bus while providing services  
2 in any capacity which recommend, recruit or otherwise solicit student participation in any non-school  
3 sponsored activity.

4  
5 **DRIVER DESIGNATION**

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7 Service providers shall submit to the Transportation Department the designated driver for each service  
8 assignment prior to beginning their daily assignment. If that driver assignment is modified at any time,  
9 the Transportation Department should be notified immediately.

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11 Service providers shall submit in writing to the building level administrator, or designee, the driver's name  
12 and driver identification number for all services originating at the building level. This requirement shall  
13 occur prior to initiating services.

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Legal References:  
42 1. T.C.A. § 49-6-2101.  
43 2. T.C.A. § 49-6-2111; TRR 0520-1-5-.01.  
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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  
49

<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>	

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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>

- 2 3. The District shall assume no responsibility for liability in case of accident, unless the employee has
- 3 the proper authorization described above.
- 4
- 5 4. The Board specifically forbids any employee to transport students for school purposes without prior
- 6 authorization by the Director of Schools or his designee.
- 7
- 8 5. Privately-owned school buses and drivers of such shall meet all requirements of state law and
- 9 Tennessee State Board Rules, Regulations, and Minimum Standards.<sup>2</sup>
- 10
- 11 6. No student shall be sent on school related errands in a vehicle owned by the student or an employee
- 12 without written parental permission and proof of insurance.
- 13
- 14 7. No employee may ask for or give permission to students to transport other students to and from any
- 15 school or school-related activity.
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- 17 8. It is also the responsibility of the principal to verify that all drivers possess a valid driver's license and
- 18 proof of vehicle liability insurance.
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41 Legal References:

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- 43 1. TCA § 49-6-2115.
- 44 2. TRR/MS 0520-1-5.
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46 Approved as to Legal Form  
47 By Knox County Law Director 1/17/2025  
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>Use of School System Owned or Leased Vehicles</b>	Descriptor Term:	Descriptor Code:	Issued:
			<b>E-180</b>	<b>6/15</b>
		Reviewed:	Revised:	
	<b>1/25</b>	<b>3/23</b>		

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**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.

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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>		
	Descriptor Term:  <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>	

1 School food service shall be operated on a nonprofit basis and shall comply with all rules and regulations  
2 pertaining to health, sanitation, internal accounting procedures, and service of foods and shall meet all  
3 state and federal<sup>1</sup> requirements necessary for participation.  
4  
5  
6 The system's School Nutrition Director or coordinator shall oversee the program. All products and  
7 services necessary for the operation of the School Nutrition Department shall be procured under the  
8 direction of the School Nutrition Department.  
9  
10 School Nutrition receipts shall be used only to pay regular School Nutrition operating costs. When food  
11 service facilities are used by outside agencies, an adequate fee approved by the Board shall be charged  
12 and the manager shall ensure that no USDA commodities or supplies provided for the regular program  
13 are used.  
14  
15 The principal shall correlate the School Nutrition program with areas of instruction.  
16  
17 Students shall be permitted to bring their lunches from home and to purchase beverages and incidental  
18 items at school.  
19  
20 **FREE OR REDUCED PRICE MEALS**  
21  
22 The criteria and procedures for determining a student's need and steps in securing for students no-cost or  
23 reduced-cost lunches as established at the state/federal level will be outlined and made known by the  
24 principal and the School Nutrition Department.  
25  
26 Students who participate in no-cost or reduced-cost meals will not be distinguished in any way from  
27 students who pay the regular price. Their names will not be made known to any person except such staff  
28 member(s) as needed to make the special arrangements for them.  
29  
30 **COMPETITIVE FOODS/VENDING MACHINES**  
31  
32 The sale of all competitive food and beverages to students during school hours must comply with current  
33 state and federal regulations concerning competitive foods.<sup>1</sup>  
34  
35 Competitive foods, including but not limited to food and beverages sold in vending machines shall be  
36 controlled so that they shall not encourage poor eating habits and they shall follow the Smart Snacks in  
37 Schools nutritional standards, as referenced in Board Policy I-440.  
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39 Schools may operate vending machines for employee use only in employee areas which are off limits to  
40 students.  
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**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>Descriptor Term:</b>  <b>School Nutrition Program Charges</b>	<b>Descriptor Code:</b> <b>E-191</b>	<b>Issued:</b> <b>7/16</b>
		<b>Reviewed:</b> <b>1/25</b>	<b>Revised:</b> <b>9/23</b>

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**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.

- 1 2. If necessary, once a student’s balance exceeds \$25.00, the School Nutrition Department will
- 2 contact the parent or legal guardian in writing regarding the negative balance.
- 3
- 4 3. If necessary, the school principal or the principal’s designee will contact the parent or legal
- 5 guardian in writing or by telephone.
- 6
- 7 4. The debt shall be referred to a collection agent (if available) retained by the Knox County Schools
- 8 for such purpose. The Director of Schools shall establish in procedure a reasonable threshold for
- 9 the level of debt to be referred for collection.

10  
 11 To comply with federal and state regulations, unpaid meal charges and any other related monies owed to  
 12 the School Nutrition Program must be paid from funds other than those of the School Nutrition Program.  
 13 Any loss arising from unpaid meal charges or other bad debts (e.g. NSF checks and NSF check fees) are  
 14 unallowable.

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 16 At the end of each fiscal year, the Director of School Nutrition is responsible for compiling and reporting  
 17 all unpaid meal charges and other bad debts to the Knox County Schools Finance office for reimbursement  
 18 from the General Purpose School Fund.

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 Legal Reference:

- 38 1. *Tennessee Internal School Uniform Accounting Policy Manual.*
- 39
- 40
- 41 • The Procedures for Collecting Debt section of this policy was suspended June 10, 2020 through the 2021-2022 school year
- 42 in response to the state of emergency caused by the coronavirus (COVID-19) pandemic.
- 43
- 44 • Lines 7-9 on Page 2 of this policy were suspended on February 9, 2023 for debt accrued during the 2022-2023 school year.
- 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>Insurance Management</b>	Descriptor Term:	Descriptor Code:	Issued:
			<b>E-200</b>	<b>7/95</b>
			Reviewed:	Revised:
	<b>1/25</b>	<b>3/23</b>		

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**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.

**ANNUITIES/SUPPLEMENTAL INSURANCE<sup>6</sup>**

Companies having a payroll deduction for tax-sheltered annuities shall include all companies presently having contracts with employees. Companies must have no less than 50 employees in their payroll slot by April 15 of each year in order to maintain a payroll slot for 403B accounts and/or supplemental insurance accounts. If the number of employees falls below 50, the company has until the following April 15 to increase/maintain 50 employees in their slot. All employee deductions will be removed for that slot after the last August payroll period.

Admission of new companies for annuities and supplemental insurance shall be considered on written request of agents of the company, and new companies shall meet criteria as established by the Employee Benefits Office and make a written request to the Employees Benefits Office in order to be considered for inclusion. New companies must have 250 employees to obtain a payroll slot. All agents are required to sign and abide by vendor rules before they are allowed to conduct business on Knox County School property.

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**STUDENTS**

Group accident insurance with no Board contribution is available to students on a voluntary basis. All students who participate in organizational athletic activities must have adequate insurance coverage.

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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:

- 1. Policy E-201 Workers' Compensation.
- 2. Policy G-110 Collaborative Conferencing.
- 3. Policy J-340 Student Insurance.

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>Workers' Compensation</b>	Descriptor Code:	Issued:
		<b>E-201</b>	<b>7/95</b>
		Reviewed:	Revised:
	<b>1/25</b>	<b>5/23</b>	

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2 The Board previously elected to engage Knox County to provide workers' compensation coverage and  
3 administer claims on behalf of Knox County Schools' classified and certified employees by an agreement  
4 adopted in 2016. Workers' compensation benefits shall be administered in accordance with Tennessee  
5 law.  
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7 Knox County Schools and Knox County shall designate a medical panel of three (3) or more independent  
8 reputable physicians, surgeons, chiropractors, or specialty practice groups if available in injured  
9 employee's community or, if not so available, in accordance with Tennessee law, from which the injured  
10 employee shall select one (1) to be the treating physician.  
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12 This policy is not intended to supersede or modify the procedures applicable to employees eligible for  
13 reasonable accommodation under the Americans with Disabilities Act (ADA) or leave benefits under the  
14 Family and Medical Leave Act (FMLA). Inquiries about the ADA or FMLA should be directed to the  
15 human resources department (HR).  
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17 Knox County Schools defines "transitional work" as temporary, modified work assignments within the  
18 worker's physical abilities, knowledge, and skills as determined by the treating physician. When possible,  
19 transitional positions will be made available to injured workers to minimize or eliminate time lost from  
20 work. Knox County Schools cannot guarantee a transitional position and is under no obligation to offer,  
21 create or encumber any specific position for purposes of offering placement to such a position.  
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23 In the event an employee refuses transitional work, the employee will not be eligible for continuing  
24 temporary total disability benefits beyond the date of the Schools' "transitional work" offer. If the  
25 employee refuses transitional work, the employee must use sick or other available leave.  
26

27 **TEMPORARY DISABILITY BENEFITS (WAGE REPLACEMENT)**  
28

29 Disability begins when the authorized treating physician takes an employee off work or transitional work  
30 is not available. No compensation shall be allowed for the first seven (7) days of disability resulting from  
31 the injury, excluding the day of injury, but if disability extends beyond that period, compensation shall  
32 commence with the eighth day after the injury. In the event, however, that the disability from the injury  
33 exists for a period as long as fourteen (14) days, then compensation shall be allowed beginning with the  
34 first day after the injury. Temporary disability benefits are two-thirds (2/3) of an employee's average  
35 weekly wages earned during the 52 weeks prior to the injury.  
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37 The Tennessee Workers' Compensation Insurance Posting Notice shall be posted in a prominent place  
38 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*