



# Administrative Procedure

Category:	Procedure:	
School District Organization	School Cancellation Due to Inclement Weather	
Descriptor Code:	Issued Date:	Revised Date:
AP-A-141	December 2008	October 2024

## GENERAL

It is occasionally necessary to temporarily close schools throughout the district due to inclement weather, illness, or other unforeseen circumstances. The Superintendent of Schools is the only person who may make the decision to close school for any reason.

Generally, the Superintendent will confer with the KCS Senior Leadership Team and other appropriate district staff and local governmental entities to gather information and make a decision concerning the status of schools. The intent to cancel or delay schools will be made as early as possible in an effort to provide families with time to make appropriate arrangements. In the event the decision to close or delay schools must be made in the early morning hours, that decision will be made prior to 5 a.m. if at all possible.

## CENTRAL OFFICE HOURS AND STAFF EXPECTATIONS

**School Closures.** As a general rule, when all schools in the district are closed, all 255-day and 260-day employees (including principals) should report to work. If schools are closed and Central Office is open, Central Office will operate from 9:00 am to 4:00 pm. Staff members are expected to communicate with their immediate supervisors to take the appropriate leave in the event they are unable to report to the office. If schools are closed and Central Office is closed, staff will be notified as early as possible and should not report to the office.

**School Delays.** When schools are delayed, Central Office will operate normal business hours and all 255-day and 260-day employees should report at their usual time. Teachers and classified school-based staff should add the delay to the start of their usual contract time.

**Exceptions.** Staff safety is of the utmost importance, and the district reserves the right to make adjustments to these expectations as necessary.

## TRAFFICABILITY ASSESSMENT

Bus contractors and Knox County Schools security officers tasked to assess road conditions will serve as the primary sources of information regarding the trafficability of bus routes. Other sources may also be used at the discretion of the Superintendent.

The Director of Transportation will identify specific bus contractors to make route assessments. Their activities will be coordinated by the Director of Transportation, who will alert the specified contractors when their services are required for route assessment.

When available, the Chief of Security may authorize the use of security assets to provide route assessment information. After hours, the Security Operations Center will coordinate the deployment of mobile security

patrols with the Transportation Safety Officer and the Director of Transportation, who will begin after-hours route assessment no later than 4 a.m.

## **DECISION TO CANCEL OR DELAY THE START OF SCHOOL**

The Superintendent will convene appropriate staff members to review weather and road conditions no later than 4:45 a.m.

Staff members participating in any weather conference will include but not be limited to:

- Assistant Superintendent of Academics
- Assistant Superintendent of Business and Talent
- Assistant Superintendent of Operations
- Assistant Superintendent of Strategy
- Assistant Superintendent of Student Success
- Chief of Staff
- Executive Director of Public Affairs
- Chief of Security
- Director of Maintenance and Operations (for weather-related decisions)
- Director of Transportation (for weather-related decisions)

The Superintendent may make a decision during the initial closure conference or may choose to defer the decision to cancel or delay the start of school until additional information is available.

## **DECISION TO RELEASE SCHOOL EARLY**

The decision to release school early due to weather conditions or other unforeseen circumstances shall follow the same process as the decision to cancel or delay the start of school. When school is release early, Central Office and all school offices will remain open and operational until it is reasonably confirmed that all students have safety reached their homes or have been picked up by their parent or guardian.

Principals will ensure that school phones and 800 MHz radios remain manned during this time. No school will cease operation or close until the principal reports to the Superintendent and receives permission to do so.

## **DECISION TO MOVE TO REMOTE INSTRUCTION**

Pursuant to T.C.A. § 49-6-3004, the district may choose to use up to two days of virtual instruction in the event of inclement weather or illness. The decision to move schools to virtual learning shall follow the same decision-making and notification process as the decision to cancel school. In general, remote instruction days will only be leveraged in the event the district has already used the eight days built into the academic calendar for inclement weather, illness, or other unforeseen circumstances necessitating school closure.

**Reporting to Work.** In the event the decision is made to move to remote instruction, it is the responsibility of the principal to ensure all school staff are aware of their remote learning day work assignments.

**NOTIFICATION PROCESS**

Once a decision has been made to cancel school, delay the start of school, release students early, or move schools to remote instruction, the Executive Director of Public Affairs will immediately begin dissemination of that decision.

The Executive Director of Public Affairs will:

1. Develop a 20-25 second message for distribution using the district's mass notification (alert) system.
  - a. If the decision is made at 6 a.m. or later, notifications will be immediately delivered to all parent/guardian and employee primary contacts.
  - b. If the decision is made prior to 6 a.m., notifications will be scheduled for delivery beginning at 6 a.m.
  - c. If the decision is made the day prior, notifications may be made up until 8 p.m., and will cease following 8 p.m. to prevent disturbing families in the late evening.
2. Develop appropriate messaging for all social media platforms officially used by Knox County Schools.
3. Place a cancelation alert on the school system website and the websites of all schools in the system that use the KCS content management system.
4. Contact the primary news media for the region.

**SCHOOL-RELATED ACTIVITIES AND ATHLETIC EVENTS**

All school-related activities and community use of school facilities will generally be canceled on any remote instruction day or on any day school is canceled. Principals, coaches and other school personnel shall not schedule impromptu practices, rehearsals, or other activities at times when school is canceled.

If schools are closed due to weather conditions on the last school day before a weekend or break, weekend activities may still be conducted if weather conditions permit. The Superintendent may also allow vital events to occur even if schools have been closed, provided the events can be conducted safely.

Use of district facilities for primary and general elections or for the emergency shelters, as designated by county or state authorities, are exempt from the policies set forth in this procedure.

Category:	Procedure:	
School District Organization	<b>School-Aged After School Child Care Program</b>	
Descriptor Code:	Issued Date:	Revised Date:
<b>AP-A-142</b>	<b>June 1997</b>	<b>October 2003</b>

Year-round Child Care programs will be bid and contracted. To alleviate problems for the Knox County Schools Maintenance and Operations Department, it is suggested that the following language is included in the specifications:

- Child Care programs exist in our facilities during the summer months. The coordination of additional custodial assistance in the daily routine and having access to many areas of the school to do the annual work on the building should be addressed.
- That areas used by the Child Care vendor(s) are made available in ample time so that annual custodial maintenance can be performed.
- That the principal and custodial foreman communicate to the contractor any additional custodial care that is needed and work out the specifications.
- That the contractor shall provide its own custodial services each day.
- That the areas used are cleaned daily by staff; i.e., sweeping, emptying trash, cleaning restrooms, especially on days or late afternoons when custodians are not present.
- The contractor shall pay the current set rate to the Knox County Schools Maintenance and Operations Department when their activities cause the custodian to keep the building open past the custodian's regular working hour(s).

Category:	Procedure:	
<b>School Board Operations</b>	<b>Submission of Items for Board of Education Agenda</b>	
Descriptor Code:	Issued Date:	Revised Date:
<b>AP-B-162</b>	<b>March 2016</b>	<b>May 2024</b>

**BOARD OF EDUCATION MEETING AGENDA**

The Executive Committee of the Board of Education is responsible for developing an agenda for each meeting. The Executive Committee is made up of the Superintendent and Board Chair. Any Board member may place items on an agenda for discussion. Staff members or citizens of the district may only suggest items for an agenda.

The Board of Education adopts an annual calendar which includes the deadline dates for submission of agenda items. The annual calendar can be found on the Board of Education page on the Knox County Schools website. The deadline normally occurs approximately two weeks prior to a meeting.

KCS staff members should submit documentation to the appropriate Principal, Supervisor, Director, Chief, and/or Assistant Superintendent for approval using the Knox County Schools electronic routing system at <https://apps.knoxschools.org/routing/>. If approved, the item will be forwarded to the Board of Education Executive Assistant for processing.

**ACTIONS/DOCUMENTS THAT REQUIRE BOARD OF EDUCATION APPROVAL**

- The acceptance and receipt of all grants.
- Donations in an amount or with a value of \$25,000.00 or greater.
- All agreements and contracts, including proposals for the lease of real property.
- Modifications to existing agreements and contracts.
- All facility projects.
- Policies.
- All special purchases as defined by Board Policy D-230.
- Purchases which are funded with internal school funds of \$25,000.00 or greater.

**INFORMATION AND/OR QUESTIONS**

Questions or requests for more detailed information should be submitted to the Board of Education Executive Assistant by calling 865-594-1630 or by e-mail.

Category:	Procedure:	
<b>School Board Operations</b>	<b>Complaints and Appeals to the Board</b>	
Descriptor Code:	Issued Date:	Revised Date:
<b>AP-B-171</b>	<b>March 2018</b>	<b>October 2024</b>

## ADDRESSING COMPLAINTS

All complaints should be channeled through the appropriate supervisory chain of responsibility before being brought to the Board. Employees of Knox County Schools should refer to Board Policy G-130 for information regarding complaints and/or grievances. Other individuals or groups should follow the processes as outlined in Board Policy B-171 and as summarized below:

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

Complaints regarding an instructional program must first be addressed to:

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

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

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

For complaints regarding an instructional program, contact information for individual school principals may be found on the Knox County Schools website at <https://www.knoxschools.org> and clicking on the “Select a School” option.

The Directors and Supervisors of each Region may be contacted by calling:

- Region 1 - 865-594-1710
- Region 2 - 865-594-1710
- Region 3 - 865-594-1755
- Region 4 - 865-594-1755
- Region 5 - 865-594-1535

For complaints regarding transportation, food service, pupil personnel, and operational procedures, the appropriate contact information is as follows:

- The Transportation Customer Service Manager or Director of Enrollment and Transportation may be contacted at 865-594-1550.
- School Nutrition Field Coordinators or the Executive Director of School Nutrition may be contacted at 865-594-3640.
- Student Support Services may be contacted at 865-594-1535.
- Human Resources may be contacted at 865-594-1929.
- The Operations Department may be contacted at 865-594-1558.

The District Ombudsman may be contacted at 865-594-1192 or by e-mail at [ombudsman@knoxschools.org](mailto:ombudsman@knoxschools.org).  
The Director of Schools office may be contacted at 865-594-1620 or by e-mail at [superintendent@knoxschools.org](mailto:superintendent@knoxschools.org).

#### **GENERAL INFORMATION AND/OR QUESTIONS**

For questions or requests for more detailed information, please contact the Knox County Schools main operator at 865-594-1800.

Category:	Procedure:	
<b>School Board Operations</b>	<b>Open Records Requests</b>	
Descriptor Code:	Issued Date:	Revised Date:
<b>AP-B-210</b>	<b>October 2016</b>	<b>October 2024</b>

The Director of Schools shall maintain all school district records required by law, regulation, and Board policy. The records maintained, unless prohibited by federal or state law or regulation, shall be made available for inspection during business hours to any citizen of Tennessee. A request for multiple or voluminous copies of open public records may be subject to a reasonable reimbursement of costs.

No records pertaining to individual students will be released for inspection by the public or any unauthorized persons. Please visit <https://www.knoxschools.org/Page/2107> for information related to the Student Educational Record Policy (J-552). Additionally, any information, records, and plans related to security and safety will not be released for public inspection. Other exceptions may apply.

All requests to inspect or receive copies of records shall be submitted to the district's Executive Director of Public Affairs ("Director"). The Director shall forward requests for inspection or copies of records to the district's Open Records Coordinator ("Coordinator").

## REQUESTS FOR INSPECTION

Tennessee citizens or members of the media requesting to inspect public records should complete and submit the Records Request Form to the Director. Requests may be made in person during normal business hours, in writing or by electronic mail (email). The Director's contact information is Executive Director of Public Affairs, Knox County Schools, P.O. Box 2188, Knoxville, Tennessee 37901-2188; and [openrecords@knoxschools.org](mailto:openrecords@knoxschools.org).

The Director shall forward the request to the Coordinator. The Coordinator will then contact the requestor to confirm receipt of the request and indicate when the records will be available to inspect. If the records cannot be made available within seven (7) business days, the Coordinator shall indicate the time needed to complete the request and the reason for the delay. Every effort will be made to satisfy requests as quickly as possible.

If the request to inspect is denied, the Coordinator shall provide the requestor with a records request denial letter stating the basis for the denial.

The Coordinator shall make a copy of original documents for inspection and ensure confidential information is redacted pursuant to T.C.A. §10-7-504 and other applicable law. Original documents should remain intact.

The Coordinator shall notify the requestor once the records are available for inspection. A valid form of photo identification, for logging purposes, will be required to inspect copies of records. No photocopying of any type is permitted when inspecting records. If any copies are requested at or following the inspection, charges will apply for the copies and labor related to said copies. See below.



## REQUESTS FOR COPIES

Tennessee citizens, including media members, requesting copies of public records shall complete and submit the Records Request Form to the Director. Requests may be made in person during normal business hours, in writing or by electronic mail (email). See contact information above.

The Director shall forward the request to the Coordinator. The Coordinator will then contact the requestor to confirm receipt of the request and indicate when the records will be available. If the records cannot be made available within seven (7) business days, the Coordinator shall indicate the time needed to complete the request and the reason for the delay. Every effort will be made to satisfy requests as quickly as possible.

If the request for copies is denied, the Coordinator shall provide the requestor with a records request denial letter detailing the basis for the denial.

The Coordinator shall make a copy of original documents and ensure confidential information is redacted pursuant to T.C.A. §10-7-504 and other applicable law. Original documents should remain intact.

The Coordinator shall notify the requestor once the records are available. A valid form of photo identification, for logging purposes, will be required to receive copies of records.

## REASONABLE CHARGES

For multiple copies or voluminous requests, the Coordinator shall provide an estimate of the reasonable costs to produce the requested records. The Tennessee Comptroller of the Treasury, Office of Open Records Counsel Schedule of Reasonable Charges For Copies of Public Records found at <https://www.comptroller.tn.gov> shall be used to determine the reasonable cost.

The Coordinator will provide the district's Finance Department with information to produce an invoice detailing the charges associated with the request. The Finance Department shall send the invoice to the citizen/media outlet and track payments.

The citizen/media outlet shall pay the reasonable costs by check, money order, or cash prior to receipt of the copies produced.

In accordance with Tennessee Code Annotated 10-7-503(a)(7)(c), the hourly labor rate for fulfilling requests for copies is Twenty-Five Dollars (\$25.00) per hour. There is no charge for the first hour of work per state law and one additional hour is complimentary with Knox County Schools. Any copies made for the requestor will incur a charge of \$.15 per page for each standard 8 1/2 x 11 or 8 1/2 x 14 black and white copy produced, or a charge of \$.50 cents per page for each 8 1/2 x 11 or 8 1/2 x 14 color copy produced. The first ten pages will be provided free of charge. Copy charges are not incurred regardless of format.

## FREQUENT AND MULTIPLE REQUESTS

The names of all persons inspecting records and the date of inspection shall be recorded. When the total number of requests for copies made by a requestor within a calendar month exceeds four (4), the requestor may be charged a fee for any and all labor that is reasonably necessary to produce copies of the requested records in excess of four requests. Prior to charging a reasonable fee, the requestor shall be notified of this policy and provided with a Notice of Aggregation of Multiple Requestors form. The Tennessee Comptroller

of the Treasury, Office of Open Records Counsel Schedule of Reasonable Charges found at <https://www.comptroller.tn.gov> shall be used to determine the reasonable cost.

## REDACTIONS

Prior to producing any record for inspection, the Coordinator shall make a copy of original documents and ensure confidential information is redacted. Though information redacted may vary among requests, the following information will not be provided to citizen/media requesters:

- Social Security number
- Birthday
- Height
- Weight
- Home address
- Phone number (home or cell)
- Personal e-mail address
- Driver's license number (unless driving is part of the employee's job)
- Medical information, history, or background
- Fingerprint, background checks, or drug tests
- Employee number
- Teaching certificate number
- Teacher evaluations

Any other information that may be considered sensitive should be evaluated by the Coordinator with the Director, the Knox County Law Department and other necessary personnel. Additionally, should information particular to any student be included in a file, whether by form of complaint, incident report, etc., any and all information to aid in identifying said student should also be redacted, including, but not limited to: name, age, grade, gender, address, phone number, height, weight, medical information, student classification, etc.

Category:	Procedure:	
<b>School Board Operations</b>	<b>Issuance and Maintenance of No Trespass Orders</b>	
Descriptor Code:	Issued Date:	Revised Date:
<b>AP-B-230</b>	<b>August 2023</b>	

In accordance with Tennessee law and Knox County Board of Education Policy B-230 “Civility Code,” actions that are prohibited and may result in an individual receiving either a provisional no trespass letter or a permanent no trespass letter include, but are not limited to:

1. Willfully and maliciously damaging, marking, or defacing any KCS property;
2. Committing any nuisance on any property owned or controlled by KCS or any event in which a KCS school is participating;
3. Loitering on or near KCS grounds;
4. Purposely and maliciously committing any trespass upon the grounds attached to KCS property, to include the fixtures on that property;
5. Habitually demonstrating disruptive or offensive behavior;
6. Disrupting school or school district operations;
7. Bullying, threatening, intimidating, or harassing an individual on KCS property or within the school community;
8. Any other conduct which interferes with the educational process; and/or
9. In conjunction with criminal activities.

Conduct reflective of any of the above-listed actions is subject to the issuance of either a provisional or permanent no trespass letter.

#### **REQUESTING TRESPASS AUTHORITY**

The following individuals may request that a no trespass letter be issued:

1. Director of Schools
2. Assistant Superintendents
3. Regional Directors
4. Chief of Security or designee
5. Site Principals or designee\*

Site principals and their designees shall obtain written approval from their assigned Regional Director prior to requesting a provisional or permanent no trespass letter.

## **PROVISIONAL NO TRESPASS LETTERS**

An individual who engages in the aforementioned actions may be given a provisional no trespass letter. The issuance of a provisional no trespass letter shall generally occur prior to legal prosecution. Provisional no trespass letters may be issued for a period of no less than 6 months from the date of the inciting incident and must expire within one (1) year of its issuance.

Information indicated in the letter shall include any and all locations from which the individual is barred, the date of issue, and the signature of the Chief of Security or designee along with that of the trespassing authority. Provisional no trespass letters may not be rescinded, altered, or modified without written notice issued by the Office of the Chief of Security or Director of Schools. The individual to whom the letter was issued must be notified in writing of any change in the conditions stated in the provisional no trespass letter.

### Issuance of a Provisional No Trespass Letter

To issue a provisional no trespass letter, the following procedures shall be followed:

1. Requests shall be submitted by the trespass authority, in writing, along with supporting documentation, facts, or evidence to the School Security Department.
2. The School Security Department shall then review the request, supporting documentation, facts, or evidence to determine if there is a preponderance of evidence to support the claim that the aforementioned actions have occurred.
3. If approved, the School Security Department will draft a provisional trespass letter, obtain trespass authority signature(s), and send it via mail to the individual.
4. If denied, the School Security Department will notify the trespass authority, in writing, and if requested, may draft, sign, and send a civility code letter via mail to the individual.

Behavior or criminal acts of individuals who pose an imminent danger to the safety of students and staff may warrant the immediate issuance of a provisional or permanent no trespass letter.

## **PERMANENT NO TRESPASS LETTERS**

Generally, repeated or more severe violations of Knox County Board of Education Policy B-230 "Civility Code" or criminal acts of individuals who pose a danger to the safety of students, staff, and members of the school community may warrant the issuance of a permanent no trespass letter. The foregoing is not exhaustive, and other conditions may warrant a permanent no trespass letter. A permanent no trespass letter shall remain in place for no less than five calendar years from the date of issuance before a request for rescission review will be considered.

### Issuance of a Permanent No Trespass Letter

To issue a permanent no trespass letter, the following procedures shall be followed:

1. Requests shall be submitted by the trespass authority, in writing, along with supporting documentation, facts, or evidence to the School Security Department .
2. The School Security Department shall then review the request, supporting documentation, facts, or evidence to determine if there is a preponderance of evidence to support the claim that the aforementioned conduct has occurred.
3. If approved, School Security Department shall then impanel a three-person review committee from the previously listed trespass authority to consider the request.
4. A majority of the members of the review committee must agree in order for a written request of permanent no trespass to be granted.

5. If approved, the School Security Department will draft a permanent no trespass letter, obtain trespass authority signature(s), and send via mail to the individual.
6. If denied, the School Security Department will notify the trespass authority, in writing. If the trespass authority requests a provisional no trespass letter, the steps for requesting a provisional no trespass letter shall be followed.

## **PROCESS FOR APPEAL, REVIEW, OR RECISSION**

Recipients of provisional and permanent no trespass letters may file an appeal, in writing, to the School Security Department. Appeals of provisional and permanent no trespass letters must be filed within 2 weeks from the date of issuance.

Recipients of permanent no trespass letters may file a subsequent appeal five (5) years after the date of issuance. Should the appeal be denied, the recipient will not be eligible for another appeal for two (2) years.

Appeals may be requested on any of the following grounds:

1. A procedural error that significantly affected the decision to issue a trespass letter (i.e. insufficient evidence to support findings, substantiated bias, material deviation from established procedures).
2. New evidence that was unknown or unavailable, that could have substantially impacted the decision to issue the no trespass letter, and the written review request must include the new evidence to be considered.
3. A significant change in the circumstance of the individual to whom the letter was issued mitigates the need for the letter to remain in effect.

To appeal the issuance of a no trespass letter, recipients must:

1. Submit a request for review in writing, along with supporting documentation, facts, or evidence to the School Security Department.
2. The School Security Department shall then review the request, supporting documentation, facts, or evidence to determine if there is a preponderance of evidence to support the claim that one or more of the grounds for rescission has been met.
3. If approved, the School Security Department will empanel a three-person review committee from the above-listed no trespass authorities and schedule and conduct a recission review.
4. A majority decision by the review committee must be reached and all requirements must be met in order to rescind the no trespass letter.
5. If rescission is approved, the review committee shall provide a date for the no trespass letter to expire. The School Security Department will then draft a recission letter and send it via mail to the recipient indicating the original trespass letter is rescinded and an effective date.
6. If rescission is denied, the school Security Department will notify the trespass authority. He/she will then draft a letter to the recipient notifying them of the denial. The no trespass letter will then remain in effect as issued.

## **PUBLIC MEETING**

KCS shall not bar members of the public from attending meetings of the Board of Education, Board committees, or any other public gathering of members of the Board of Education.

Category:	Procedure:	
<b>General School Administration</b>	<b>Visitors to the Schools</b>	
Descriptor Code:	Issued Date:	Revised Date:
<b>AP-C-210</b>	<b>June 1997</b>	<b>April 2025</b>

The principal or designee has the authority to determine the persons who may visit school (or campus) in accordance with policy.

The expectations for conduct of visitors and all (who enter KCS property) parents, community members, and school district personnel as stated in Knox County Board of Education Policy B-230 "Civility Code" are:

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

This code of conduct will be posted prominently at each school entrance along with the telephone number to answer questions regarding the school's code of conduct for visitors. The Civility Code policy will be available on the Board of Education website, the school's website; and a copy provided to school employees. A printed copy of the policy should be provided to parents and guardians of students enrolled at the school, along with the telephone number of a member of the school's administration who can answer questions regarding the code of conduct for visitors, and require that the student's parent or guardian acknowledge that the parent or guardian has read and understands the code of conduct for visitors that will be enforced at the school.<sup>1</sup>

All visitors are required to report to the school office upon entering the building and sign a designated log book.

All maintenance employees will check in at the office and sign the form "Contractor and Maintenance Sign-in Sheet."

All contractors will check in at the office and sign the form "Contractor and Maintenance Sign-in Sheet."

Copies of completed forms will be returned to Fifth Avenue to the attention of the Supervisor of Maintenance and Skilled Crafts.

Legal Reference:

1. T.C.A. § 49-6-4007.

Category:	Procedure:	
<b>Fiscal Management</b>	<b>Unclaimed Property</b>	
Descriptor Code:	Issued Date:	Revised Date:
<b>AP-D-100</b>	<b>April 2016</b>	

The Knox County Board of Education Fiscal Management Goals and Objectives Policy D-100 states that the Board strives to develop efficient procedures in accordance with local, state, and federal guidelines for accounting, reporting, purchasing, delivery and inventory, payroll, payment of vendors and contractors, and all other areas of fiscal management. In conjunction with this policy, the Knox County Schools (KCS) unclaimed property reporting process is designed to recognize, report, and remit all due unclaimed property liabilities to the State of Tennessee. Per Tennessee Code Annotated (T.C.A.) § 66-29-113, every holder of property belonging to another person, who has not claimed such property or who has not corresponded during the statutory period, is required to file an annual report to the State Treasurer of Tennessee. Per T.C.A. § 66-29-110, property that has remained unclaimed by the owner for more than one (1) year is presumed abandoned, except property held for the owner by an institution or federal court in any pending action.

Miscellaneous property held for another person shall include but shall not be limited to:

- a. wages, commissions or other compensation,
- b. deposits or payment for repair or purchase of goods and services,
- c. credit checks or memo,
- d. overpayments,
- e. gift certificates (uncashed),
- f. unidentified remittances,
- g. refunds,
- h. credit balances – accounts receivable,
- i. discounts,
- j. vendor checks,
- k. claim payments,
- l. unpaid accounts payable, and
- m. miscellaneous outstanding checks

As specified at T.C.A. § 66-29-114, the report of unclaimed property submitted to the State Treasurer of Tennessee shall include:

- a. The name, if known, and last known address, if any, of each person appearing from the records of the holder to be the owner of any property of the value of fifty dollars (\$50.00) or more presumed abandoned;
- b. The nature and identifying number, if any or description of the property and the amount appearing from the records to be due, except that items of value under fifty dollars (\$50.00) each may be reported in the aggregate;
- c. Except for property reported in the aggregate, the date when the property became payable, demandable, or returnable, and the date of the last transaction with the owner with respect to the property; and
- d. Other information which the treasurer prescribes by rule as necessary for the administration of this part.

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2 The report shall be filed electronically before May 1 of each year, reporting property held as of the previous  
3 December 31. The treasurer may postpone the reporting date upon written request by any person required  
4 to file a report.  
5

6 Not more than one hundred twenty (120) days or less than sixty (60) days before filing the report required  
7 by this section, KCS shall send written notice to the apparent owner of unclaimed property at such person's  
8 last known address, informing such person that KCS is in possession of property subject to T.C.A. § 66-29-  
9 114. KCS shall exercise due diligence to ascertain the whereabouts of the owner. If the apparent owner  
10 comes forward claiming the property after the due diligence letter is sent, but before the report is submitted,  
11 KCS shall require identification or other supporting documentation to justify refunding monies to the  
12 claimant.  
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14 T.C.A. § 66-29-116 states that upon the payment or delivery of abandoned property to the State Treasurer  
15 of Tennessee, the state shall assume custody of the property and shall be responsible for its safekeeping.  
16 KCS is relieved of all liability to the extent of the value of the property so paid or delivered and for any  
17 claim which then exists or which thereafter may arise or be made in respect to the property. KCS may make  
18 payment to any person appearing to KCS to be entitled thereto, and upon proof of such payment and proof  
19 that the payee was entitled thereto, the State Treasurer of Tennessee shall forthwith reimburse KCS for the  
20 payment.  
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22 The KCS Accounting Supervisor shall maintain a listing of all unclaimed properties (and associated  
23 supporting documentation) submitted to the state for a minimum of 3 years from the time the associated  
24 unclaimed property report is filed with the State of Tennessee.  
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Category:	Procedure:	
<b>Fiscal Management</b>	<b>State and Federal Aid Eligibility Determination</b>	
Descriptor Code:	Issued Date:	Revised Date:
<b>AP-D-120</b>	<b>June 1997</b>	<b>August 2001</b>

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Any State and Federal funds (whether received directly or passed through the state) received will be financially managed by the school system's Finance Department because of State and Federal reporting requirements. Other grants or sources of funding, if received by an individual school, can be accounted for in the internal school funds under the guidelines as contained in the *Internal School Uniform Accounting Policy Manual*.

Applications for any funding requiring a local match, whether cash or in-kind, or involving payroll have to be coordinated with, and reviewed by, the Finance Department. Additionally, the proposed budget for any grant not being accounted for in the internal school funds has to be reviewed by the Finance Department before submission of the application. This review will include calculation of the indirect costs to be charged to the grant for administrative services to be provided. All grants, because of their contractual nature, must also be approved by the Knox County Board of Education.

The continuation of any program, including personnel, funded by a grant is contingent upon continued receipt of the associated grant.

Questions should be directed to the Finance Department at 865-594-1679.



# Administrative Procedure

Category:	Procedure:	
<b>Fiscal Management</b>	<b>Gifts and Bequests</b>	
Descriptor Code:	Issued Date:	Revised Date:
<b>AP-D-130</b>	<b>June 1997</b>	<b>February 1999</b>

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2	<p>Gifts other than cash, whether to an individual school or to the school system, should be referred, in writing, to the Superintendent for consideration of appropriateness or usefulness. If the Superintendent (or designee) has doubts concerning the appropriateness or usefulness of an offered gift, the gift may be declined or referred to the Board of Education (the Board) for disposition. The written referral to the Superintendent should be from the involved principal or system representative, or from the individual(s) or organization wanting to make the gift.</p>
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5	<p>If the gift is a contribution of equipment, supplies, or services that may involve major costs for installation, maintenance, warehousing, or continuing financial commitments from school or system funds, it shall be presented by the Superintendent to the Board for consideration and approval.</p>
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8	<p>Questions should be directed to the Finance Department at 594-1676.</p>
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Category:	Procedure:	
<b>Fiscal Management</b>	<b>Receipt of Funds at School Level</b>	
Descriptor Code:	Issued Date:	Revised Date:
<b>AP-D-140</b>	<b>June 1997</b>	<b>August 2001</b>

All monies received within an individual school are subject to the operating procedures as specified in the Tennessee Internal School Uniform Accounting Policy Manual. As stated in the Manual, the school becomes accountable when these funds are initially received by employees.

A copy of the Manual is on file in the principal's office at each school and in the school system's Finance Department. The Finance Department coordinates compliance with the Manual, providing support and training to the principal and bookkeeper at each school.

Any money collected by any school shall be documented. Teachers, teacher assistants, or other individuals designated by the principal may collect monies from pupils within the classroom. Teachers are furnished logs and a pre-numbered receipt book by the principal to use in recording collections for each activity, e.g. class rings, school pictures, annuals, etc. Receipts should be given for amounts received when requested by the parent or payor.

The amounts are totaled and given to the bookkeeper at least daily. The bookkeeper shall issue a receipt for amounts received. If money is taken from a vending machine, the receipt shall be issued to the person who counted the money.

At the end of the school year, the teacher's logs, receipt books, and Teacher Deposit of Funds forms should be reconciled and submitted to the principal (or designee) prior to principal check-out and the external financial audit.

#### **BOARD ALLOCATIONS**

Board allocations may include, but are not limited to, Basic, General, Special Education, Kindergarten, Math, Science, and Social Studies.

#### **FINES**

All money collected as fines shall be placed in the general purpose school fund or internal school funds, as appropriate.

#### **SUPPORT ORGANIZATIONS**

Although support organizations do not fall under the principal's jurisdiction it is strongly encouraged that he/she request a reporting of sources and uses of funds on at least an annual basis. Examples of support organizations include, but are not limited to, parent-teacher associations/organizations, band booster clubs and athletic support organizations.

Questions should be directed to Knox County Schools Finance Department at 594-1676.

Category:	Procedure:	
<b>Fiscal Management</b>	<b>Investment of Funds at School Level</b>	
Descriptor Code:	Issued Date:	Revised Date:
<b>AP-D-141</b>	<b>June 1997</b>	<b>August 2001</b>

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- 2 Investment of monies received within an individual school is subject to the procedures as specified in the
- 3 Tennessee Internal School Uniform Accounting Policy Manual. A copy of the Manual is on file in the
- 4 principal's office at each school and in the school system's Finance Department.
- 5
- 6 Only one combined checking account for the General and any Restricted Funds shall be established.
- 7 Savings and/or investment accounts may be opened as needed by the principal and approved by the
- 8 Superintendent or his designee.
- 9
- 10 Interest earned on general fund accounts shall be credited to general fund revenue. Interest earned on
- 11 restricted fund accounts shall be credited to revenue in each restricted account.
- 12
- 13 Accounts shall be established only with insured depositories, and accounts cannot exceed the insured
- 14 amount unless the depository pledges collateral for any funds or deposit over the insured amount. If
- 15 account balances do exceed the insured amount, a letter of collateralization for the depository must be on
- 16 file with the principal.
- 17
- 18 School food service funds shall be kept separate from other school funds and interest earned on food
- 19 service fund deposits shall be credited to food service revenue.
- 20
- 21 Questions should be directed to the Finance Department at 594-1676.
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Category:	Procedure:	
<b>Fiscal Management</b>	<b>Deposit of Funds</b>	
Descriptor Code:	Issued Date:	Revised Date:
<b>AP-D-150-1</b>	<b>June 1997</b>	<b>February 1999</b>

All monies received for deposit by the Knox County Board of Education (the Board), whether by the internal school funds or all other Board funds, are to be deposited within three (3) banking days after receipt.

In the case of the internal school funds, all monies received within an individual school are subject to the operating procedures as specified in the Tennessee Internal School Financial Management Manual (the Manual). A copy of the Manual is on file in the principal's office at each school and in the school system's Finance Department. The Finance Department coordinates compliance with the Manual, providing support and training to the principal and bookkeeper at each school. Monies collected must be deposited with the principal (or designee) at least once per day by the teacher using the Knox County Schools Teacher Deposit of Funds (Form BO-125). The teacher should be issued a pre-numbered receipt for all monies deposited. All monies received by the principal (or designee) must be deposited within three (3) banking days after receipt. The pre-numbered receipts should be totaled and reconciled to each deposit slip.

Monies received for deposit to funds other than the internal school funds should be forwarded to the Finance Department in a timely manner to allow compliance with State law, which requires deposit with the Knox County Trustee within three (3) banking days.

Questions should be directed to the Finance Department at 594-1676.

Category:	Procedure:	
<b>Fiscal Management</b>	<b>Returned Checks</b>	
Descriptor Code:	Issued Date:	Revised Date:
<b>AP-D-150-2</b>	<b>August 2001</b>	

Checks returned to the school bookkeeper will be collected by the school bookkeeper. If the school ascertains that it cannot recover the funds, it may be forwarded to the KCS Finance Department for assistance in collection of the funds. School checks that are not made good will be returned to the school for their audit records. All Food Service returned checks will be forwarded to the Finance Department for collection. There will be a returned check fee of \$15.00 per check.

After checks are received by the Finance Department, a letter will be written and mailed to the individual who issued the check. A letter will be issued by the Finance Department instructing the individual on the procedure for retrieving the check. The check must be replaced either with cash or a money order, including the bad check charge of \$15.00. This payment must be brought or mailed to the Finance Department, 16th floor, AJ Building.

If the check is not made good within ten (10) business days, the grades, grade cards, diplomas and/or transcripts may be held. Until the check is made good, the bookkeeper and the cafeteria manager will be notified not to accept checks from that individual. Once the check has been made good, the hold will be released. If payment is not received, another letter will be sent (return receipt requested) to inform the individual that the (appropriate) school has been notified and all grades, records, diploma and/or transcripts will be held until the returned check has been paid.

The Finance Department will notify both the individual issuing the check and the school in writing. The school will then be asked to acknowledge this request.

Once the returned check has been made good, the Finance Department will notify the school in writing to release the hold on the grades, grade cards, diploma and/or transcripts. The school will be asked to acknowledge the release of all records.

At the end of the fiscal year, any checks not made good from the Food Service account must be taken from the General Purpose School Funds. Food Service cannot suffer a loss from returned checks.

Questions should be directed to the Finance Department at 594-1676.

Category:	Procedure:	
<b>Fiscal Management</b>	<b>Accounting System</b>	
Descriptor Code:	Issued Date:	Revised Date:
<b>AP-D-170</b>	<b>June 1997</b>	<b>August 2001</b>

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Accounting systems related to the internal school funds will be maintained in accordance with the Internal School Uniform Accounting Policy Manual (the Manual). A copy of the Manual is on file in the principal's office at each school and in the school system's Finance Department. The Finance Department coordinates compliance with the Manual, providing support and training to the principal and bookkeeper at each school. The accounting system for each school will be maintained on the bookkeeping system available through the Student Information System.

The accounting system for other funds of the school system is monitored by the Finance Department on behalf of the Superintendent in accordance with all regulations prescribed by the Commissioner of Education, the Charter of Knox County, and other applicable local, state, and Federal guidelines.

Questions should be directed to the Finance Department at 594-1676.

Category:	Procedure:	
<b>Fiscal Management</b>	<b>Financial Reports</b>	
Descriptor Code:	Issued Date:	Revised Date:
<b>AP-D-171</b>	<b>August 2001</b>	

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The Superintendent (or designee) shall maintain all financial records as required by regulations and applicable state and federal law. The Board, from time to time, may determine to extend the retention time for certain records. Financial records shall be destroyed in a manner to insure complete destruction, such as incineration or shredding.

Each principal shall submit to the Superintendent (or designee) at the end of each calendar month on a prescribed form the receipts, expenditures and cash balances of all accounts under his/her jurisdiction. These reports shall be made available to the Board at its request.

Each principal shall submit a budget to the Superintendent (or designee) for their respective school showing anticipated revenues and expenditures. In formulating the budget, principals should request information from athletic directors, department chairpersons, club and class sponsors, grade level chairpersons, etc.

Budget should be submitted prior to October 1 each year.

Questions should be directed to the Finance Department at 594-1676.



Category:	Procedure:	
<b>Fiscal Management</b>	<b>Audits</b>	
Descriptor Code:	Issued Date:	Revised Date:
<b>AP-D-172</b>	<b>June 1997</b>	<b>August 2001</b>

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- 2 As required by the Knox County Charter and the Internal School Uniform Accounting Policy Manual, an
- 3 annual audit of all fiscal accounts of the school system, including all internal school funds, shall be
- 4 performed by a Certified Public Accountant. Engagement of the auditor for the internal school funds and
- 5 the central cafeteria fund is done exclusively by the Knox County Board of Education (the Board).
- 6 Engagement of the auditor for other accounts of the school system, a component unit of Knox County
- 7 Government, is done by the Knox County Commission.
- 8
- 9 Audit work relating to the internal school funds and the central cafeteria fund will be scheduled with the
- 10 auditor as quickly as possible after the end of the school year to facilitate employee contract ending dates.
- 11 If a bookkeeper is required to be present after his/her contract has ended, compensatory time will be
- 12 earned.
- 13
- 14 Audit work relating to funds other than the internal school and the central cafeteria funds will be
- 15 scheduled cooperatively by the auditor, the Knox County Finance Department, and the school system's
- 16 Finance Department.
- 17
- 18 At the Board's discretion, changes in personnel with fiscal responsibilities during the year can require an
- 19 interim special audit to be conducted. The parameters of such a special audit will be the determination of
- 20 the Board. If a principal or bookkeeper is terminated, no further internal school financial transactions can
- 21 be conducted until a replacement has been assigned by the Superintendent.
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- 23 Questions should be directed to the Finance Department at 594-1676.
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Category:	Procedure:	
<b>Fiscal Management</b>	<b>Petty Cash Accounts</b>	
Descriptor Code:	Issued Date:	Revised Date:
<b>AP-D-180</b>	<b>June 1997</b>	<b>August 2001</b>

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2	In order to facilitate refunds and minor purchases, the central office and the individual schools in the
3	system may maintain petty cash funds. Petty cash refunds should not exceed \$10.00 per purchase per
4	person. These funds shall be used for the payment of permissible and properly itemized bills for materials,
5	supplies, or services under conditions calling for immediate payments. Disbursements from petty cash
6	shall be made upon presentation of original receipt on which is written the name and address of person
7	being reimbursed in addition to the appropriate account number.
8	
9	Reimbursement of the petty cash account shall be accomplished at the school level by issuing a check to
10	replenish the cash and posting the charges to the applicable expenditure accounts in accordance with the
11	Internal School Uniform Accounting Policy Manual. Reimbursement of a petty cash account, other than
12	those at the school level, shall be accomplished by submission of an expenditure listing with a Request for
13	Payment (Form BO-132) to the Finance Department.
14	
15	A request for approval to establish a petty cash fund at the school level must be made in writing to the
16	Superintendent (or designee) each school year. After approval, a check may be issued to the principal
17	for an amount not to exceed \$100. The principal (or designee) shall be responsible for the petty cash fund.
18	At the end of each school year, the petty cash fund will be closed-out and monies re-deposited to the
19	school bank account. The petty cash fund may be replenished as necessary during the school year.
20	
21	Expenditures against the petty cash fund shall be itemized and shall be charged to the appropriate budget
22	account. After a budget account is exhausted, no expenditures against the item shall be made from petty
23	cash.
24	
25	Itemized expenditures from the individual school funds shall be maintained and kept on file at each
26	school. Expenditures made from the central office fund shall be itemized and kept on file in the
27	Superintendent's office.
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29	Questions should be directed to the Finance Department at 594-1676.
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Category:	Procedure:	
<b>Fiscal Management</b>	<b>Payroll</b>	
Descriptor Code:	Issued Date:	Revised Date:
<b>AP-D-190</b>	<b>June 1997</b>	<b>August 2001</b>

In an average month no less than six payrolls are produced: some months this number increases to nine. Deadlines must be adhered to or these payrolls to be available to employees at the scheduled time.

Changes in payroll cannot be accepted between June 6 and September 5 since the June, July and August payrolls must be encumbered and printed in June.

Any information resulting in a change in an employee's payroll is due in the Payroll Office no later than the end of the business day on the fifth (5th) of the month in which the change is to be effective. If the 5th of the month falls on Saturday or Sunday, the deadline will be on the preceding Friday. If the 5th falls on a holiday not on the weekend, the deadline will be on the last working day preceding the holiday. The deadline for payroll is indicated in the Knox County Schools Calendar each month.

Monthly checks are available via direct deposit or US Mail. When an employee chooses US Mail as their method of check delivery, ten (10) US Mail delivery days may elapse between the time a check is mailed and the time a stop payment may be placed on a check not received. Once a stop payment has been issued on a check, a minimum of twenty-four (24) hours is required before a duplicate check can be issued. This is the time required for the bank to determine if the check has cleared. A duplicate check may be picked up in the Payroll Department after 3:30 p.m., or the duplicate check may be mailed according to the employee's instructions.

Forms related to the delivery of any employee's pay check are:

- a. Form BO-141 - Authorization Agreement for Automatic Deposits (Credit)
- b. Form BO-140 - Automatic Deposit Rejection
- c. Form BO-136 - Cancellation Notification for Automatic Deposit

When changing from one financial institution to another for purposes of direct deposit, a cancellation term must be completed on the current direct deposit before the new direct deposit can be implemented.

Employees wishing to authorize direct deposit through Knox County Teachers Credit Union or Knoxville Teachers Credit Union do not complete the above forms. These employees contact the appropriate credit union and complete the transactions according to their established procedures. The **Knox County Teachers Credit Union** or the **Knoxville Teachers Credit Union** will inform the Payroll Office of your choice. (Note: The **Tennessee Teachers Credit Union** has the same procedure as any other financial institutions.)

A stop payment begins with a call from the employee to the Payroll Office followed by a call from the Payroll Office to the bank. If the bank determines that the check on which a stop payment has been issued has cleared, the following procedures must be followed:

- a. The employee in whose name the check was issued must file a report on the stolen check with the appropriate law enforcement agency. The Police (or Sheriff's) Department will assign a number to the report.
- b. The employee must go to First Tennessee Bank to obtain a form entitled "Affidavit - Check Forgeries/Alterations". This form is taken to the Payroll Office where this affidavit will be jointly completed.
- c. The Payroll Office will provide the employee with the original canceled check.
- d. The employee should return to First Tennessee Bank with the completed affidavit and the canceled check.
- e. A duplicate check will be provided to the employee by the Payroll Department by the following Tuesday or Friday, depending upon when the paperwork has been completed. (If this occurs at the end of the month when final reports are being produced, a slight delay <sup>may</sup> occur due to necessity of moving to the beginning of a new month before producing a check. At most this delay would be 3-5 days.) The bank will institute an investigation of the stolen check.

## MANDATORY DEDUCTIONS

Mandatory deductions include federal income tax, social security, Medicare, retirement, any garnishments or wage assignments, overdrawn leave, and criminal background checks.

## FEDERAL TAXES

Withholding (income) tax is determined by information provided by the employee on a W-4 form (available from the Payroll Office or the IRS) except for payment of Career Ladder Incentive (monthly) payments. Career Ladder Incentive payments (October through June) are considered bonus payroll and must be taxed at the bonus rate established by the IRS. Effective January 1, 2002 this rate will be 27%.

Changes may be made to Form W-4 information during any month between September and June by completing a new form. This change cannot be made verbally. As a point of information, the Form W-4 accommodates a request for a deduction of a fixed amount of withholding tax in addition to the calculated amount as well as percentage deduction. The Payroll Office cannot give income tax advice but can guide an employee in proper completion of Form W-4. Certainly, it is in an employee's best interest to be aware of their tax situation and whether or not the withholding they have requested reconciles with their situation.

If an employee claims ten (10) or more exemptions on their W-4 Form, that form must be sent to the Internal Revenue Service. Otherwise, W-4 forms are maintained on file in the Payroll Office.

If an employee claims "exempt" from taxes, a new W-4 form must be completed at the beginning of each calendar year.

A Form W-5 is available for employees who qualify for Earned Income Credit. This allows employees who qualify for this benefit to receive the Earned Income Credit throughout the year instead of a refund from the IRS after filing Federal Income Taxes (Form 1040). Employees eligible for Earned Income Credit must file a new Form W-5 in January of each year.

1 Social security and Medicare (commonly referred to as FICA) are deducted on all wages. The combined  
2 amount represents 7.65% of your gross wages. As a point of information, the school system must match the  
3 7.65% for each employee, combining for a total of 15.30%.

## 4 5 **RETIREMENT**

6  
7 For most members of the Tennessee Consolidated Retirement System (TCRS) (certified classification only).  
8 5% of gross wages is the mandatory deduction for retirement. This 5% is deducted before withholding tax  
9 is deducted, sheltering the retirement deduction from withholding taxes. As a point of information, the  
10 school system must pay a matching amount. The matching amount is determined by TCRS.

11  
12 For members of the Knox County Asset Accumulation Plan (classified employees only), 6% of gross wages  
13 is the mandatory deduction for retirement. The school system matches the mandatory 6% which the  
14 employee contributes. Employees can place additional amounts in a 457 plan. If an employee has worked  
15 five (5) years, the County will match an additional two (2%) percent. If the employee has worked ten (10)  
16 years, the County will match four (4%) percent. If the employee has been employed for fifteen plus (15+)  
17 years, the County will match six (6%) percent. Investments in individual funds may be changed on a daily  
18 basis by use of a pin number and telephone number provided to you. If employee lose their pin number, they  
19 should call 865/523-8353 to obtain a new pin number. If the investment is in blended funds, the employee  
20 may change your investments by submitting the request by the employee of any month. Contact the Knox  
21 County Retirement at 865/215-2323 for the forms.

22  
23 Employees wishing to begin retirement proceedings should contact the Employee Benefits office at 865/594-  
24 1100.

25  
26 Questions regarding retirement deductions should be directed to the Payroll Office at 865/594-1693.

## 27 28 **CRIMINAL BACKGROUND CHECK**

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30 Effective August 1997, all new employees (except timecard personnel) were required to be fingerprinted  
31 prior to beginning employment. Effective January 1, 2000 this requirement includes all new personnel  
32 including substitutes and timecard personnel. There is a \$48 charge for processing by FBI. For a monthly  
33 employee a deduction of \$12 per pay period is taken until the \$48 has been paid. For a bi-weekly employee  
34 a deduction of \$6 is taken until the \$48 has been paid. If an employee resigns prior to having paid the entire  
35 \$48. The remainder owed by that employee is deducted from his/her final paycheck.

## 36 37 **GARNISHMENTS**

38  
39 When the Payroll Office receives a court-ordered garnishment, child support wage assignment, student loan  
40 garnishment, or Internal Revenue Service levy, no option exists regarding the implementation of this  
41 deduction. The only way a garnishment deduction can be removed prior to full deduction is when the  
42 employee obtains a written release of the garnishment from the court or the established time limit expires.  
43 Providing the written release to the Payroll Office is the responsibility of the employee. A lawyer for the  
44 employee cannot call the Payroll Office or send a release unless that release has been obtained from the  
45 appropriate court. The IRS must also release a levy in writing.

46  
47 Upon receipt of an order of garnishment or an IRS levy, a notification will be sent to the employee by the  
48 Payroll Office. Additionally, when an **IRS** levy is received, a form will be sent to the employee requesting  
49 information on exemptions. If this information is not provided, we must use an established exemption  
50

formula. Failure to complete and return any form sent to the employee with garnishment notification may result in a larger amount of deduction for each payroll period.

A court may also issue an order for health or other types of insurance. Insurance deductions will be placed on payroll unless a court release is received.

## **OVERDRAWN LEAVE**

If an employee uses more leave days than available, the employee will be deducted for the number of days of "overdrawn" leave multiplied by their daily rate of pay. This daily rate of pay is obtained by dividing the amount of the contract by the number of days of the contract. As a point of information, the daily rate of pay appears on the check stub near the top.

The Payroll Office cannot switch the type of leave reported when one type of leave is exhausted and there is a balance in another type of leave. The only way the type of leave can be changed is if the school states in writing that the school made a mistake in reporting and submits another computerized absence form, across the top of which is written "**CORRECTED COPY.**"

## **VOLUNTARY DEDUCTIONS**

**NOTE: Before a new deduction slot can be granted For payroll, the petitioning agency must present applications of 250 employees requesting payroll deduction for this benefit.**

## **DUES**

Membership dues to education associations (KCEA, TEA, NIEA) are deducted October through May if requested by employee. All employees may request Cessation of deductions by making a written request to the Payroll Office and providing a copy to the KCEA Office. Failure to notify the KCEA Office can result in KCEA adding the name to the following month's deduction list. The request should be submitted no later than the normal payroll deadline for which the deduction is to stop.

## **INSURANCE**

Health, dental and life insurance deductions are available to employees who choose to participate in these benefits. Employees are offered health, vision and dental coverage within thirty-one days of hire. Questions regarding any insurance coverage should be directed to 865/594-1686 in the Employee Benefits Office. The v Benefits Office is the appropriate place for submission of coverage applications or changes in coverage. Payroll deduction for insurance coverage is handled in the Employee Benefits Office.

The Employee Benefits Office must be notified in order to ensure by either spouse if the employee is eligible for a reduction in health insurance premiums because both the husband and wife (certified and/or classified) are employees of the Knox County Schools System.

The Knox County Board of Education (tile Board) provides partial payment of the cost of (health and dental insurance for all employees. The Board also provides life coverage for employees at the rate of one and one-half times annual wages with a minimum of \$20,000 and a maximum of \$50,000.

**FLEXIBLE BENEFITS**

A Cafeteria Plan (IRS Section 125 Plan), commonly referred to as Flexible Benefits Plan, is available to all employees. This plan is administered through the Employee Benefits Office. Information is available at 865/594-1100.

**TAX SHELTERED ANNUITIES**

Deductions are available for employee-sponsored Tax-Sheltered Annuity Plans (IRS Section 403(b) and 457 Plans). For a complete listing, contact 865/594-1100. A company not currently participating in payroll deduction through the Knox County Schools must present applications of 250 employees requesting payroll deduction through their company before that company will be added to the list of participants. The Knox County Board of Education nor the Superintendent, nor any administrative staff of the school system endorse any vendor or its products.

When an employee is interested in enrolling in or changing their Tax-Sheltered Annuity Plan (TSA), the employee should first contact the vendor with whom the employee is establishing/modifying a plan. After the company has been notified and all paperwork required by the vendor completed, the employee should obtain from Employee Benefits a Salary Reduction Authorization (Form BO-I21). This form should be completed and submitted to the Employee Benefits by the employee and/or the vendor no later than the normal payroll deadline for which the deduction/change is to take place. Changes on Tax-Sheltered Annuities cannot be made between June 5 and September 5.

The company is responsible for furnishing the employee with a status report on his/her account. If the employee contacts the company and is told that the deductions which have been removed from the employee's check are not being transmitted, the employee should ask the company to make contact with the Employee Benefits Department if the company has not received the check since these deduction checks are mailed to the companies immediately after payroll.

Questions regarding TSA deductions should be directed to the Employee Benefits Office at 865/594-1100.

Category:	Procedure:	
<b>Fiscal Management</b>	<b>Expenses and Reimbursements</b>	
Descriptor Code:	Issued Date:	Revised Date:
<b>AP-D-200</b>	<b>June 1997</b>	<b>August 2001</b>

**TRAVEL EXPENSE – IN-COUNTY**

Mileage reimbursement for in-county travel shall be paid to employees after support documentation is presented according to the guidelines established in the Knox County Schools Travel Policy. The rate of reimbursement is established by Knox County Schools Travel Policy. Mileage reimbursement shall be allowed without the Superintendent's (or designee's) approval when travel is within Knox County. Examples of reimbursable travel includes travel to bank, hardware store, post office, central office, etc. Mileage reimbursement must be made within the current fiscal year.

**TRAVEL EXPENSE – OUT-OF-COUNTY**

Reimbursements for travel shall be paid using the guidelines established by Knox County Schools Travel Policy. Travel reimbursement at the school level shall be limited to the amount of funds sent to each school by Central Office for the general operation of the school. Student activity funds shall not be used for out-of-county travel expenses.

Questions should be directed to Knox County Schools Finance Department, 594-1676.



Category:	Procedure:	
<b>Fiscal Management</b>	<b>Inventory and Asset Management</b>	
Descriptor Code:	Issued Date:	Revised Date:
<b>AP-D-210</b>	<b>June 1997</b>	<b>July 2023</b>

**PURPOSE**

These guidelines are set forth to convey the Knox County Schools procedure for asset management. This document has been designed to ensure that the responsible parties understand the Tennessee State Statutes, Federal Acquisition Regulations, and the mandates of the Knox County Board of Education.

**SCOPE**

Federal Acquisition Regulation 52.245-1(f)(1)(iii)(A)(1) through (10): *Records of Government property*. Property records shall enable a complete, current, auditable record of all transactions and shall, unless otherwise approved by the Property Administrator, contain the following:

- (1) The name, part number and description, National Stock Number (if needed for additional item identification tracking and/or disposition), and other data elements as necessary and required in accordance with the terms and conditions of the contract.
- (2) Quantity received (or fabricated), issued, and balance-on-hand.
- (3) Unit acquisition cost.
- (4) Unique-item identifier or equivalent (if available and necessary for individual item tracking).
- (5) Unit of measure.
- (6) Accountable contract number or equivalent code designation.
- (7) Location.
- (8) Disposition.
- (9) Posting reference and date of transaction.
- (10) Date placed in service (if required in accordance with the terms and conditions of the contract).

**DEFINITIONS**

**Asset** - is any item that:

1. May be removed from the building

2. Must be worth removing (effort/expense)
3. Would not be sold with the building
4. Durable or non-consumable
5. Has a historical acquisition cost of at least \$5,000.00 for items purchased with state or local funds (including internal school funds) or \$100.00 for items purchased with federal funds (i.e., IDEA, Title funding, Perkins funding, etc.)
6. All durable external technology hardware with a unit acquisition cost of at least \$100

**Historical Cost** – is the original purchase price or cost of an item. Purchase price (acquisition cost) may be estimated if it is unavailable. Donated assets are recorded at fair market value at the time of donation.

**Property Manager** – is the Knox County Schools employee designated by the Director of Schools who is responsible for compiling and updating a comprehensive accounting of Knox County Schools assets. Communications may be sent to [AssetManager@knoxschools.org](mailto:AssetManager@knoxschools.org).

**Property Custodian (or School Inventory Contact)** - is any school principal or other person designated in writing by a principal or supervisor who is assigned the responsibility for maintaining Knox County Schools' assets. This includes district-level department Asset Managers.

## PROPERTY ASSET MANAGER RESPONSIBILITIES

It is the responsibility of the Property Manager to maintain and oversee the Knox County Schools inventory and asset management program. The Property Manager shall:

- A. Develop and implement policy and procedure to ensure that the Knox County Schools is in compliance with all federal, state and local statutory and regulatory requirements for the accountability and disposal of property of the Board of Education.
- B. Maintain the consolidated Knox County Schools Inventory Ledger.
- C. Periodically conduct announced and unannounced inventories of ledgers maintained by the various Knox County Schools Property Custodians.
- D. Assign an unbiased party to conduct a 100% inventory of all property under a specific Property Custodian's control should that Property Custodian leave Knox County Schools before a joint 100% inventory can be completed with the new Property Custodian.

## PROPERTY CUSTODIAN/SCHOOL INVENTORY CONTACT RESPONSIBILITIES

It is the responsibility of each school principal or department head to properly account for each asset. He or she may designate a Property Custodian that assumes the responsibility of maintaining the assets of the school or property. The Property Custodian shall conduct an annual inventory audit and maintain the proper logs/registry and tags as detailed below.

- 1 A. Maintains a master fixed asset inventory ledger that can be audited by the Property Manager upon  
2 request.  
3
- 4 B. Maintains asset acquisition, transfer, and disposition documentation.  
5
- 6 C. Periodically audits and verifies inventory records and equipment.  
7
- 8 D. Reports all acquired, transferred, lost, stolen, and/or disposed assets to the Property Manager or  
9 his/her designee.  
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- 11 E. Upon acquisition of a new asset, the Property Custodian shall enter all required information into  
12 the asset management software or complete the Asset Acquisition form (AS-106). Keep one copy  
13 at the asset's location and send one copy to the Property Manager. See the Knox County Schools  
14 Asset Management Department's website for additional information and instructions related to  
15 asset management software.  
16
- 17 F. When transferring an asset, either update the asset management software or complete the **Asset**  
18 **Transfer** form (AS-108). Keep one copy t the asset-s original location, one copy at the new  
19 location, and send one copy to the Property Manager.  
20
- 21 G. Before disposing of an asset, either complete an electronic request or complete the **Asset**  
22 **Disposition** form (AS-107). Keep one copy at the asset's last location, send one copy to the  
23 Property Manager, and update the asset management software.  
24
- 25 H. The Knox County Schools **Asset Inventory Ledger** (provided in electronic spreadsheet) is to be  
26 updated by the Property Custodian as needed. It should be approved by a new administrator at  
27 the beginning of his or her assignment. At the end of each fiscal year, the ledger must be emailed  
28 to the Property Manager at [Asset.Manager@knoxschools.org](mailto:Asset.Manager@knoxschools.org).  
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Category:	Procedure:	
<b>Fiscal Management</b>	<b>Surplus Property</b>	
Descriptor Code:	Issued Date:	Revised Date:
<b>AP-D-220-1</b>	<b>June 1997</b>	<b>July 2023</b>

According to the Knox County Charter and the associated Knox County Procurement Code (the Code), the Knox County Purchasing Department (the Purchasing Department) is charged with the disposition of all surplus property. The location and/or original funding source of the surplus property does not alter the control of its disposition by the Purchasing Department. Disposition can include trade-in on replacement equipment, sale at public auction, sale of scrap metal, transfer to another department for use, destroyed, etc.

If the surplus property is to be used as a trade-in on replacement items, this should be indicated on the purchase requisition and approved by the Purchasing Department. Otherwise, it is the practice of the school system to re-inventory any surplus property which is considered to have remaining useful life. When property is determined to be surplus, the school system's Maintenance Department should be notified in writing through the use of a work order request. If the surplus property can be re-inventoried for use within the school system, the Maintenance Department will arrange for the pick-up of all surplus property to be so inventoried (and not traded-in on replacement items). If the property is classified as an asset as defined in AP-D-210, the District Property Manager should also be notified so that the necessary records can be entered in the asset management software. If the property is not to be re-inventoried, the Maintenance Department will coordinate the appropriate notification of the Purchasing Department through the school system's Finance Department, and the appropriate records should be entered into the asset management software by the designated Property Custodian or the District Property Manager. The Purchasing Department will then arrange for pick-up.

The transfer of surplus property within the school system will be overseen by the Maintenance Department. If this property includes assets (as define in AP-D-210), transfers will be recorded in the asset management software, either by the designated Property Custodian or the District Property Manager.

Questions should be directed to the Maintenance Department at 865-594-3633 or the Finance Department at 865-594-1676.

Category:	Procedure:	
<b>Fiscal Management</b>	<b>Discarding/Accepting Surplus Property</b>	
Descriptor Code:	Issued Date:	Revised Date:
<b>AP-D-220-2</b>	<b>June 1997</b>	<b>July 2023</b>

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2	Any and all school property that is a part of school inventory must be accounted for at all times. When items
3	are no longer needed or used, the principal must turn in a work order to have the property(ies) picked up by
4	the Maintenance Department. <b>DO NOT TRASH OR GIVE AWAY ANY SCHOOL ITEMS.</b>
5	
6	When accepting equipment, i.e., chairs, furniture, and other items from organizations or individuals, contact
7	the Supervisor of Maintenance and Operations for approval. This process is to determine that items being
8	received are approved for safety and control of the kinds of items received within our schools.
9	
10	Maintenance is able to accommodate the pick-up of such items if proper notification is given (5 days when
11	possible).
12	
13	An inventory of accepted items shall be done by the principal/designee and a copy sent to the Director of
14	Facilities' office. The inventory of accepted items should also be updated in the asset management software
15	by the designated Property Custodian or the District Property Manager.
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Category:	Procedure:	
<b>Fiscal Management</b>	<b>Purchasing</b>	
Descriptor Code:	Issued Date:	Revised Date:
<b>AP-D-230-1</b>	<b>June 1997</b>	<b>May 2011</b>

All purchases made by the school system shall be in compliance with guidelines provided in the Tennessee Internal School Uniform Accounting Policy Manual or Knox County Purchasing Department Manual as appropriate. A copy of the Knox County Purchasing Department Manual is available in the Knox County Schools Finance Department.

The Superintendent (or designee) shall be authorized to act for the Board in acquiring federal surplus property and in entering into agreements, certifications and covenants of compliance concerning the use of federal surplus property.

#### **STUDENT ACTIVITY FUNDS**

All contracts, including those of individual schools, will meet all requirements of state and federal laws, rules and regulations. The principal, i.e. purchasing agent, is the only authorized individual to execute contracts at the building level.

The Board must approve the following purchases:

1. All purchases of \$25,000.00 or more.
2. One that is to be attached to or one that requires alteration of the building.
3. One that will become a permanent fixture.
4. Lease purchase agreements or other contracts that will have the effect of creating long-term liabilities, since schools are prohibited from recording long-term liabilities in the school accounts.

Purchase orders will include the following essentials:

1. A specification which adequately describes to the supplier the characteristics and the quality standards of the item required.
2. A firm, quoted, net delivered price, whenever possible.
3. Signature of purchase agent.

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

The Superintendent (or designee) shall be authorized to act for the Board in acquiring federal surplus property and in entering into agreements, certifications and covenants of compliance concerning the use of federal surplus property.

Questions should be directed to the Finance Department at 594-1676.

Category:	Procedure:	
<b>Fiscal Management</b>	<b>Fuel Purchasing</b>	
Descriptor Code:	Issued Date:	Revised Date:
<b>AP-D-230-2</b>	<b>June 2015</b>	<b>September 2023</b>

It is necessary for Knox County Schools to maintain a fuel purchase program to manage fuel for the school system's fleet of vehicles and power equipment. This procedure is applicable to the purchase of fuel for all system owned and/or operated equipment including the vehicles and power equipment purchased and maintained for use at individual schools.

Fuel purchased by or through Knox County Schools (KCS) shall be used for authorized official business only. Personal use of fuel purchased by KCS is prohibited; including fuel for personal vehicles or other non-district owned or operated vehicles or equipment. Fuel for all KCS vehicles shall be purchased from sites participating in the district's fueling system by using fuel cards which have unique identifiers. Procurement of fuel by any other means is prohibited and will result in disciplinary action.

The KCS fuel purchase program consists of three distinct fuel cards, each with its own operational purpose. The primary fuel card is for purchase of fuel for passenger-carrying vehicles with unique identification numbers (i.e. Vehicle Identification Numbers). The primary card will be embossed with vehicle make, vehicle model, and the TAB number#.

The secondary fuel card is for fuel purchase of fuel for mobile or auxiliary fuel tanks either trailer mounted or affixed to passenger-carrying vehicles, power equipment, landscape equipment, and other similar items. The secondary card will be embossed "Auxiliary" and remain with the associated passenger carrying vehicle.

The third type of fuel card is the Master Department fuel card. In the case an employees loses, breaks, or cannot use their fuel card, the Master Department fuel card may be checked out; the employee must sign for the card upon checking out and returning the card.

When feasible, primary cards shall be issued to vehicles and restricted to use with the vehicle to which it was issued.

The Asset Management Department is the authorizing official for issuance of KCS fuel cards and personal identification numbers (PIN). To obtain a fuel card and/or PIN, the KCS fuel card request form must be completed and submitted to the appropriate Department Director for review and approval. Cards/PINS will not be issued until Asset Management has received the signed approval form from the Department Director.

Asset Management, in coordination with the Director of Business Services, will establish authorization controls for the fuel purchase programs. These limits will include maximum gallons/dollars of fuel allowed per vehicle, per purchase, per day and per week.

1. To use the fuel purchasing system, an employee must:

- a) Have access to: a vehicle-specific fuel card which stays in the vehicle, a secondary card used to fill mobile or auxiliary fuel tanks which stays in the primary passenger vehicle, or the Master Department fuel card.
  - b) Have a unique employee identifier (PIN) assigned by their supervisor and approved by Asset Management.
  - c) Enter the employee's unique identifier (PIN) and the vehicle's correct odometer reading as required at the fuel pump-This is a critical step since the odometer reading is key to the software that is used to track the KCS fleet. Intentionally or repeatedly entering inaccurate odometer readings will result in disciplinary action and may lead to employee termination.
  - d) Use the secondary card embossed "Auxiliary" to fill mobile or auxiliary fuel tanks.
  - e) Purchase only regular unleaded fuel or diesel fuel as may be required.
  - f) Turn the receipt into the employee's supervisor (or supervisor's designee) according to department protocol.
    - i. Fuel receipts must include: employee name, signature, odometer reading and vehicle number
    - ii. If the employee misplaces a receipt, they will be responsible for retrieving a copy of the receipt promptly.
2. Each driver will be assigned a unique identifier. This identifier can be used by the individual with any card on the account. PINs will not be written on the card. PINs are not to be shared. Compromised PINs must be cancelled immediately.
  3. If a card is lost or stolen, it will be cancelled immediately.
  4. If a vehicle is transferred, sold, or surplus, the card will be cancelled immediately.
  5. Transfer tanks will be used to fill power equipment, vehicles (including fire trucks) assigned to schools that only require minimal amounts of fuel, power equipment, lawn maintenance equipment and other similar items.
  6. When using the transfer tanks for dispensing fuel at KCS sites, operators are required to maintain the KCS fuel log (KCS form #...) documenting the dispensing of fuel at the sites. The fuel log will be submitted at the end of each month Asset Management.
  7. If an employee fails to provide accurate and complete information more than two times, disciplinary actions may be taken. The employee's card may be deactivated, and they may lose the ability to operate a Knox County Schools vehicle.
  8. Supervisors of employees assigned KCS vehicles or power equipment will notify Asset Management of employee termination within 24 hours. Asset Management will notify vendor that the card and/or PIN is to be deactivated.
  9. The inventory asset manager and Asset Management will audit departmental fuel statements monthly.
  10. The Director of Business Services will verify that pricing is calculated at cost plus markup solution based upon the OPIS report for the given month, as specified in the current contract.
  11. Random checks will be made to ensure each card is in the correctly assigned vehicle to preserve the integrity of the fuel transaction data. The supervisor will verify that they have performed the check to Asset Management and report any findings.



This procedure does not pertain to internal school funds. For more information regarding the procurement of fuel with student activity funds, please see the Board of Education Electronic Commerce Policies and Procedures Manual or contact the Director of Internal School Funds.



# Administrative Procedure

Category:	Procedure:	
<b>Fiscal Management</b>	<b>Purchase Requisitions</b>	
Descriptor Code:	Issued Date:	Revised Date:
<b>AP-D-232-1</b>	<b>June 1997</b>	<b>August 2001</b>

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2 This form is a written communication from the organization (activity) to the school principal requesting the  
3 principal's approval to order goods and services. The purchase requisition/purchase order form is strictly a  
4 purchase requisition until the principal or designated authority authorizes the purchase. At that point the  
5 form becomes a purchase order. Forms and additional information can be obtained from the principal at  
6 each school.  
7  
8 Inquiries should be directed to the school system's Finance Department at 594-1676.  
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Category:	Procedure:	
<b>Fiscal Management</b>	<b>Purchase Orders and Contracts</b>	
Descriptor Code:	Issued Date:	Revised Date:
<b>AP-D-232-2</b>	<b>June 1997</b>	<b>August 2001</b>

**Purchase orders will include the following essentials:**

1. A specification which adequately describes to the supplier the characteristics and the quality standards of the item required;
2. A firm, quoted, net delivered price, whenever possible; and
3. Signature of purchasing agent.

**Contracts shall be made only with responsible suppliers with the following considerations:**

1. The supplier has the potential ability to perform successfully under the terms and conditions of a proposed procurement;
2. A system for contract administration shall be maintained to assure supplier conformance with terms, conditions, and specifications of the contract or purchase order, and to assure adequate and timely follow-up of all purchases;
3. Contracts shall contain such provisions or conditions which will allow for administrative, contractual, or legal remedies in instances where suppliers violate or breach contract terms, and provide for such sanctions and penalties as may be appropriate.
4. All contracts, including those of individual schools, shall meet all requirements of state and federal laws, rules and regulations.

Inquiries should be directed to the school system's Finance Department, 594-1676.

Category:	Procedure:	
<b>Fiscal Management</b>	<b>Student Activity Funds Management</b>	
Descriptor Code:	Issued Date:	Revised Date:
<b>AP-D-240-1</b>	<b>June 1997</b>	<b>August 2001</b>

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2	Revenue raised for specific purposes must be expended for that purpose, unless otherwise authorized in
3	writing by both the activity group sponsor and the principal.
4	
5	An annual audit of the account and records of all student activity funds shall be conducted as a part of the
6	audit of all other district funds.
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8	Any unencumbered class or activity funds automatically revert to the general activity fund of the school
9	when a class graduates or an activity is discontinued.
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11	Funds derived from activities sponsored by parent-teacher associations/organizations or other support
12	organizations are not subject to this policy, unless such funds are in sole custody of the school.
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Category:	Procedure:	
<b>Fiscal Management</b>	<b>Re-Allocation of Student Activity Funds</b>	
Descriptor Code:	Issued Date:	Revised Date:
<b>AP-D-240-2</b>	<b>December 2001</b>	

Student activity funds are monies that are deposited in each school's individual bank account. These monies are comprised of fund raising proceeds, County allocations, and donations. Student activity funds are the property of the student body, and not the school or the building administrator.

In the event it becomes necessary for students to be re-zoned or transferred, and the numbers moved meet or exceeds the BEP maximum class size, then student activity funds must be distributed to the receiving school based on the procedures listed below. In order to redistribute student activity funds equitably, these procedures will be followed:

1. Each receiving school will furnish the Finance Department with the number of students enrolling from the closed or re-zoned school.
2. The Finance Department will use the June 30 adjusted balance of the checking account and all savings, CD, or investment accounts to compute a total June 30 balance.
3. The total June 30 adjusted balance will be divided by the ADM count on the final reporting period of the school year. This computation will result in a dollar amount per student.
4. The dollar amount per student will then be multiplied by the number of transferring students enrolled in the new school (see 1 above).
5. The Finance Department will compute the amounts to be moved from each account and provide the sending school a list of accounts and amounts to be moved.
6. The sending school will then issue a check to the receiving school in the amount designated by the Finance Department.

This process will be completed early in the school year or as quickly as feasible.

Category:	Procedure:	
<b>Fiscal Management</b>	<b>School Support Organizations</b>	
Descriptor Code:	Issued Date:	Revised Date:
<b>AP-D-250</b>	<b>June 2008</b>	

The *Local Education Support Group Financial Accountability Act of 2007* amended Tennessee Code Annotated (TCA), Title 49, Chapter 2 by adding accountability provisions for school support organizations and establishing local Board of Education as the oversight and approval agency for the operation of such groups in support of public schools. This document sets forth operational and oversight procedures for the establishment and day-to-day operations of school support organizations in Knox County.

### **Definitions**

- (1) **School Support Organizations (SSO)** are booster clubs, foundations, parent teacher associations, parent teacher organizations, parent teacher support associations, or any nongovernmental organization or group of persons whose primary purpose is to support a school district, school, school club, or academic, arts, athletic, or social activities related to a school which collects or receives money, materials, property or securities from students, parents, or members of the general public. A group of persons who merely request that students, parents, or members of the general public make donations to a school district, school, school club, or academic, arts, athletic, or social activity related to a school shall not be considered a school support organization;
- (2) **Activity Funds** include all money received from any source for student activities and/or events held at or in connection with a school, including any money derived from a performing arts, athletic, academic or social event involving students, raised by clubs involving students, fundraisers involving students under the guidance of a school official or teacher, or from any and all related activities of the school involving school personnel, students, or school property during the school day.
- (3) **School Support Organization Funds** include all money raised by a school support group or any group representing itself to students, parents or members of the general public to be a school support organization.
- (4) **Donation** is any gift or contribution of money, materials, property or securities from any nongovernmental source received by a school official or employee for the benefit of a school district, school, school club, or academic, arts, athletic, or social activity related to a school;
- (5) **Internal School Funds** are any and all money received and accounted for at individual schools and specifically include, but is not limited to:
  - A. Any donation or grant made to the school, a school club, or any academic, arts, athletic, or social activity related to a school;
  - B. Funds for cafeteria services operated at the school;
  - C. Fees collected by the school;
  - D. Funds transferred to the local school from the school board, which are to be accounted for
  - E. at the local school level;
  - F. Funds raised through cooperative agreements with outside organizations;

- G. Rental fees charged outside entities for use of school facilities; and
- H. Student activity funds

**(6) School Representative**

- A. When a school support organization's primary purpose is to support a school system or an individual school:

- (i) A school board member;
- (ii) The director of schools;
- (iii) A principal; and
- (iv) Any individual who is primarily responsible for accounting for school system funds or the funds of an individual school.

- B. When a school support organization's primary purpose is to support a local school club or academic, arts, athletic, or social activity related to a school:

- (i) A school board member;
- (ii) The director of schools;
- (iii) A principal;
- (iv) Any individual who is primarily responsible for accounting for school system funds or the funds of an individual school; and
- (v) Any individual who works for the school system and who as a school system employee is charged with directing or assisting in directing the related school club or activity. "School representative" shall specifically include, but shall not be limited to, coaches, assistant coaches, band directors, or any other school sponsor of a related club or activity.

- (7) School support organization funds** include all money, materials, property or securities raised by a school support organization or any organization which represents itself to students, parents or members of the general public to be a school support organization; and

- (8) School activity funds** include all money received from any source for student activities or events held at or in connection with a school and specifically includes, but is not limited to, any money;

- A. Derived from an academic, art, athletic or social event involving students;
- B. Raised by clubs involving students;
- C. Raised by fundraisers involving students which are under the supervision of a school employee;
- D. Received from a commission for the direct sale of items to students pursuant to a cooperative agreement between the school and an outside organization;
- E. Received for the direct sale of items to students from a bookstore located on school grounds;
- F. Raised from fees charged students;
- G. Obtained from interest from any account which contains student activity funds; or
- H. Obtained from any related school activity involving the use of school personnel, students, and property during the school day. For the purpose of this section, the school day shall be defined as the regular hours of operation of the school during which classes are conducted.

**Provision for Establishing School Support Organizations**

The following provisions for the establishment and operation of school support organizations align with those mandated under TCA and apply to all individuals or groups who want to operate in direct support of Knox County Schools student activities both curricular and extra-curricular:

- (1) Prior to soliciting, raising, or collecting money, materials, property or securities to support the school district, school, school club, or any academic, arts, athletic, or social activity or event related to a school, a school support organization shall submit to the Director of Schools documentation which at a minimum addresses the following:
  - A. The organization's status as a nonprofit organization, foundation, or a chartered member of a nonprofit organization or foundation;
  - B. The goals and objectives of the organization; and
  - C. The telephone number, address, and position of each officer of the organization;
- (2) A school support organization shall annually, not later than the first business day of August, provide documentation to the director of schools verifying the SSO's continued recognition as a nonprofit entity or foundation and the current telephone number, address, and position of each officer of the organization;
- (3) An SSO shall annually on the first business day of June, provide at a minimum a detailed statement of receipts and disbursements to the Board of Education and the applicable school principal;
- (4) The SSO shall maintain a copy of its charter, bylaws, minutes, and documentation of its recognition as a nonprofit organization. Also, an SSO shall maintain financial records for a period of at least four (4) years;
- (5) A school support organization must operate within the applicable standards and guidelines established by a related state association, if applicable, and shall not promote, encourage or acquiesce in any violation of student or team eligibility requirements, conduct codes or sportsmanship standards.
- (6) Individuals or groups wishing to establish a new support organization may submit the required information to the director of schools at any time during the year. However, regardless of when the group received approval to operate as an SSO, it will still have to submit information required in paragraph (2) above not later than the first business day of the month of August.
- (7) A school support organization's officers must ensure that support group funds are safeguarded and are spent only for purposes related to the goals and objectives of the support group. The organization shall maintain a written policy specifying reasonable procedures for accounting, controlling and safeguarding any money collected or disbursed by the group.
- (8) A school support organization must obtain the approval of the director of schools or the assistant superintendent for administrative services for any fundraising activity to assure that scheduling of fundraisers does not conflict with school district's or school's fundraising efforts and the fundraising process is consistent with the goals and mission of the school or school district. All fundraising activities shall comply with state and federal law. Requests to conduct a fundraising activity must reach the director of schools or the assistant superintendent for administrative services not later than ninety (90) days prior to the commencement of the proposed activity.
- (9) Upon request, school support organization must provide access to all books, records, and bank account information for the group to officials of the Board of Education, school principals, and the state comptroller of the treasury.
- (10) A local school support organization may not give away, donate, sell, auction, place a lien upon or lease school property.



- (11) School employees including athletic coaches, trainers or staff sponsors of school-sponsored student groups may not act as a treasurer or bookkeeper for a local school support organization.
- (12) A majority of the voting members of any school support organization board may not be school employees.

### **Public Notice**

- (1) A school support organization must obtain the approval of the director of schools or the assistant superintendent for administrative services for any fundraising activity to assure that scheduling of fundraisers does not conflict with school district's or school's fundraising efforts and the fundraising process is consistent with the goals and mission of the school or school district. All fundraising activities shall comply with state and federal law. Requests to conduct a fundraising activity must reach the director of schools or the assistant superintendent for administrative services not later than ninety (90) days prior to the commencement of the proposed activity.
- (2) Regardless who collects or receives any activity funds, all activity funds are to be turned over to the properly designated school official and considered as activity funds for the purpose of T.C.A. § 49-2-110.
- (3) Money raised from the sale of concessions at all school events involving students including entertainment, athletic, or academic events shall be considered activity funds. However, principals have the authority to enter into an agreement with a local school support organization to operate and collect money for a concession stand at a related school entertainment, athletic, or academic event provided that a non-school official is in charge of collecting and accounting for all the money collected or received. If a school support organization enters into an agreement under the provisions of this part, any money it collects shall be considered school support organization funds and not activity funds.

**Restrictions:** A nongovernmental group or organization including all school support organizations may not:

- (1) Use the school's or school district's sales tax exemption to purchase any items;
- (2) Represent or imply that its activities, contracts, purchases, or financial commitments are made on behalf of or binding upon any school or school district.
- (3) Use school support organization funds for a purpose other than ones related to the goals and objectives of the school support organization which must relate to supporting the school district, a school, school club or school athletic, performing arts or academic activity.
- (4) Maintain or operate a bank account which bears the employer identification number of a board of education, school board, school, or any other governmental entity. Any funds deposited into such an account shall be considered as activity funds.
- (5) A nongovernmental group or organization may not use a school district's or school's name, mascot and/or logos, facilities or property to solicit money from students, their parents, or members of the general public without prior authorization for the board of education or the director of schools.

Category:	Procedure:	
<b>Fiscal Management</b>	<b>Vendor Relations</b>	
Descriptor Code:	Issued Date:	Revised Date:
<b>AP-D-260</b>	<b>June 1997</b>	<b>August 2001</b>

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2 All insurance and/or fringe benefit vendors visiting schools shall contact and secure the permission of the  
3 Superintendent (or designee) prior to visiting schools. If approved, the vendor will receive a letter of  
4 authorization to present to each principal visited. This letter of authorization does not mandate that the  
5 vendor be allowed to meet with the principal; that decision resides with the principal. All other vendors visit  
6 a school at the discretion of the principal, no letter from the Superintendent is required. Vendors' visitations  
7 to schools shall not be permitted to interfere with the normal instructional and learning program.  
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Category:	Procedure:	
<b>Fiscal Management</b>	<b>Grants Management</b>	
Descriptor Code:	Issued Date:	Revised Date:
<b>AP-D-270</b>	<b>March 2016</b>	<b>July 2016</b>

Per Board Policy D-270, all grants must be approved by the Board of Education before funds may be received by the Knox County Schools (KCS). This procedure outlines the process that district and school-based employees should follow to apply for grants, obtain Board approval of said grants, and manage approved and accepted grants.

This procedure does not apply to the acceptance of donations or restricted gifts. Additionally, this procedure does not apply to funds provided by School Support Organizations such as Parent Teacher Associations (PTAs), school foundations, Booster Clubs, etc. To determine if this procedure is applicable to your situation, please use the flow chart in Attachment A as a guide.

### **PRE-APPLICATION REQUIREMENTS**

Before applying for a grant, work with your school principal or department leader to determine that there is support for the grant and that it aligns with the Knox County Schools strategic plan and/or the school's improvement plan (i.e. STAR Plan or ePlan).

If the source of the grant funds is the state or federal government, you must obtain the Finance Department's approval of the budget and budget narrative prior to submitting your application. For grant budget preparation, consult with the Senior Accountant for applicable fringe benefit rates appropriate to your budget needs (including indirect costs if allowable) before submission to the Finance Department for approval. The Senior Accountant will update budgets with any change in rates and will notify the applicant accordingly.

If the grant requires matching funds, Finance Department approval is required prior to submitting your application for the grant. Specifically, they will need a description of the match, account numbers and budget categories of the KCS match, and/or information regarding any in-kind matches made by third parties. Additionally, the match may require written approval by the Executive Director of Finance, Assistant Superintendent of Schools, Chief of Staff, and/or Superintendent.

### **BOARD OF EDUCATION APPROVAL OF FUNDS**

Because grant approval can take a minimum of 6 weeks, it is recommended that as soon as you receive notice of award for a grant, you submit it for Board approval. Please refer to steps outlined below and/or in Attachment B, which shows a flow chart of the actions that will occur to secure Board approval. (Note that "Grant Applicant" refers to the person who is applying for the grant.)

Step 1: Submit the grant application packet to the Grant Manager including:

- The Board of Education Grant Application Summary Page (Attachment C)
- A copy of the grant application, inclusive of the budget and budget narrative
- Any additional documentation required for matching grants

Step 2: Grant Manager submits the grant to the Board Secretary and/or Chief of Staff, and it will be routed to the appropriate Grade-Level Director/Department Leader, and receive appropriate approvals from the

Finance and Legal departments. Once approved by the appropriate parties, the grant will be reviewed at the next scheduled Board of Education meeting.

- Grants that are less than \$25,000 may be compiled and submitted to the Board of Education and/or the County Commission as a single, bundled resolution. Grants greater than \$25,000 will be submitted as individual agenda items.

Step 3: A grant is considered approved after it has been accepted by both the Board of Education and County Commission. Following the County Commission meeting, the Grant Manager will notify the Grant Applicant of approval. The Grant Applicant may not begin to implement the grant until it has been approved. Once the Board Secretary receives the signed copy with the School Board and County Commission's approval, she will retain the original and provide a copy to the Grant Manager. The Grant Manager will send copies to the Grant Applicant and the appropriate Finance contact.

### **POST-AWARD GRANT ACCOUNTABILITY**

Grantees must adhere to all of the funder's stipulations and related district policies. Grant funds (and/or products purchased using grant funds) become the property of the school and/or the district and should remain there unless/until the funder directs otherwise.

Per Board approval, all funding must be expended as stated in the grantor approved budget and budget narrative within the timeframe of the grant as awarded. To facilitate processes of hiring and travel, the KCS required paperwork should be completed following standard procedures. Please write "Grant Funded" in the upper left corner of all forms. Remember, all Finance/Purchasing Policies, including end of year purchasing timeline also apply to grant funded purchases. In addition, equipment purchases must adhere to KCS and grantor policies and procedures with regard to purchasing, inventory and liquidation.

During the implementation and operation of the grant if there are justifiable changes in the budget scope that need to be made for a successful program, a written request (containing specific details) may be made to the grantor for the approval. Expenditures/changes may not be made outside the scope of the awarded grant until written approval for the change is received from the grantor.

For state and federal grants, a copy of the written approval by the grantor for the change must be forwarded to the Senior Accountant to align any revised budget with the Knox County Schools accounting system.

For accountability purposes, it is imperative that the Grant Applicant:

- Ensures that grantor deadlines for reports are met to protect the integrity of the school system and to encourage future funders to place their confidence and money in the Knox County Schools.
- Submits copies of the final report to the Senior Accountant (if the grant is state or federally funded) and the Grant Manager for their files.
- Maintains all programmatic documentation in an organized and easily accessible file to respond to requests/audits. These documents should be retained for a period of at least seven years following the grant end date or longer if prescribed by the grant.

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

## **THE DISTRIBUTION CENTER IS USED BY FIVE (5) SECTIONS OF SCHOOL OPERATIONS**

- Art
- Office
- Custodial
- Medical
- Special Education

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

## **APPROVAL MUST BE OBTAINED FROM THE APPROPRIATE SUPERVISOR**

- Art sections must be sent to Art Supervisor.
- Office sections must be sent to Accounts Payable Supervisor.
- Custodial sections must be sent to Operations Department on 5th Avenue.
- Medical supplies must be sent to Health Supervisor.
- Special Education supplies must be sent to Special Education Consultant.

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

## **DISTRIBUTION CENTER**

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

## **DELIVERY PROCEDURES**

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

## **WALK IN ORDERS**

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

Category:	Procedure:	
<b>Business Management</b>	<b>Truck Driver Services</b>	
Descriptor Code:	Issued Date:	Revised Date:
<b>AP-E-100-2</b>	<b>June 1997</b>	<b>August 2024</b>

## **MAINTENANCE TRUCK DRIVER SERVICES**

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

## **SCHOOL TRUCK MAIL SERVICES**

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

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

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

#### **TELEPHONE PROCEDURES**

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

#### **DURING NORMAL WORKING HOURS**

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

#### **AFTER NORMAL WORKING HOURS**

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

#### **WEEKENDS AND HOLIDAYS**

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



# Administrative Procedure

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

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

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



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

To ensure consistency in construction/renovation projects, including the installation of equipment, the following outlines requirements and procedures:

**I. Approval**

**A. Approval must be granted from:**

1. Principal at particular site
2. Supervisor (594-3633) Maintenance Department
3. Supervisor of Physical Education and Health (594-1725) will give approval for any playground renovation or construction.

**B. The Knox County Board of Education must approve proposed projects for renovation of facilities or construction projects according to administrative policy.**

**C. Submit completed Acknowledge and Release Form (MO-102).**

**II. Possible County Offices Necessary to Contact:**

- A. Knox County Code Administration, City-County Building, Room 550, 865-215-2325.
- B. Life Safety or Fire Protection Code, City-County Building, Room 557, 865-215-2338.
- C. American with Disabilities Compliance, City-County Building, Room 364E, 865-215-2952.
- D. Knox County Schools Facilities Department, 865-594-1558, regarding installation of equipment, new construction or facility renovations.

**III. Permits**

- A. A permit must be obtained from the County Codes Department.
- B. There is no cost for the permit.
- C. Information required for the permit application includes:
  1. Owner's name, address and phone number.
  2. Architect's name and firm, address, phone number and state license number.
  3. Contractor's name, address, phone number and state contractors' license number.

**IV. Submission of Plans for Review**

- A. New building construction: Submit two sets of the design package prepared by an architect or an engineering firm including all applicable building and site drawings. These designs shall comply with the adopted State codes (1988 editions of the Standard Building Code, Standard Fire Prevention Code, Standard Mechanical Code, Standard Plumbing Code, Standard Gas Code, and all applicable

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

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

#### V. Permit Pick-Up

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

#### VI. Inspections

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

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

#### VII. Certificate of Occupancy

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

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

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

The asbestos will be removed using the following guidelines:

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

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

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

### **RESPONSIBILITY FOR ABATEMENT/REMOVAL FROM SCHOOLS**

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

### **MAINTENANCE OF RECORDS AND PLANS**

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

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

### **POSTING OF ASBESTOS WARNING LABELS**

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

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

***CAUTION! ASBESTOS. HAZARDOUS!***  
***DO NOT DISTURB WITHOUT PROPER TRAINING AND EQUIPMENT***

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

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

## **FIBER RELEASE EPISODES**

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

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

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

## **FIBER RELEASE EPISODE RESPONSE**

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

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

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

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

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

## **PLANNED REMOVAL ACTIVITIES**

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

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

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

## **NOTIFICATIONS**

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

If a non-asbestos related emergency (such as boiler or piping malfunction or roof leakage) has occurred which has not caused a fiber release episode, but correcting the problem could create a fiber release episode, the notification will be the same as for a fiber release episode response.

If a planned secondary removal activity is anticipated, the notification will be the same as for a fiber release episode response.

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

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

### **Work Done by Contractors**

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

### **Work Done by Volunteers**

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

### **Work Done by the Maintenance Department**

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

### **Work Involving Known or Suspected Asbestos**

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

### **Sign-In and Acknowledgment**

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

### **Education and Training**

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



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

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**CHECK ASBESTOS MANAGEMENT PLANNER**

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

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



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

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

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

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

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

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

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

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

Overtime is paid for the following:

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

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

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

### **PEST CONTROL SCHEDULE**

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

### **PREPARING AREAS FOR PEST CONTROL TREATMENT**

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

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

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

**ACKNOWLEDGE AND RELEASE FORM MO-102**

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

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

**NOTICE OF MAINTENANCE AND CONSTRUCTION PROJECTS FORM**

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

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

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

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

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

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



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

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

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

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

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

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

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

The report should indicate the time needed to evacuate the building during each drill  
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Each school is also required to practice three (3) **Safety Drills** during the school year which may include inclement weather, earthquake, intruder, or other emergency drills not requiring full evacuation.

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

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

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

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

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

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

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

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

In case of an emergency, members of the **SRT** should be assigned to call School Security, Central Office and other agencies as needed depending upon the emergency. One **SRT** member should be assigned to call **911**.

Category:	Procedure:	
<b>Business Management</b>	<b>Crisis Management</b>	
Descriptor Code:	Issued Date:	Revised Date:
<b>AP-E-123</b>	<b>August 2001</b>	<b>January 2009</b>

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

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

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

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

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

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

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

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

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

## **PROCEDURE FOR FILING APPLICATION**

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

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

#### **ADDITIONAL PROCEDURES FOR SPECIAL CIRCUMSTANCES**

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

#### **SUPERVISION OF APPROVED USE OF FACILITIES**

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

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

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

#### **PROCEDURE FOR PAYMENT**

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

- b) For events with multiple occurrences or events scheduled for an entire school year, payments are required monthly for the actual use of the facilities during the month. The payment must be received within two weeks of the last day of use for a given month. Recognizing that holidays and weather will result in some event date adjustments, groups with recurring use are required to notify the facilities use coordinator if actual schedules differ from the application.
- c) Any attempt to pay for fewer hours than those actually used could result in a cancellation of the current application and could disqualify a group from using KCS facilities in the future.
- d) Late payments may result in the cancellation of an application and a disqualification for future KCS facility use at the discretion of Knox County Schools.

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

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

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

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



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

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

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

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

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

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

#### **PROCEDURE FOR FILING APPLICATION**

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

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

## **ADDITIONAL PROCEDURES FOR SPECIAL CIRCUMSTANCES**

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

## **SUPERVISION OF APPROVED USE OF FACILITIES**

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

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

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

### **PROCEDURE FOR PAYMENT**

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

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

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

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

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

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

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

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

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

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

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

## **ORGANIZATION AND FOCUS**

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

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

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

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

## **OPERATION**

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

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

1 13. J-230 Weapons and Dangerous Instruments

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

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

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

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

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

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

Category:	Procedure:	
<b>Business Management</b>	<b>Key, Proximity Card, and Access Code Procedure</b>	
Descriptor Code:	Issued Date:	Revised Date:
<b>AP-E-150-2</b>	<b>July 2019</b>	<b>September 2023</b>

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

Knox County Schools uses both traditional mechanical keys and locks as well as electronic keys or proximity cards (prox cards). Access to and responsibility for all keys (mechanical and electronic) and access codes will be treated similarly. Employees issued any of these will be responsible for securing them at all times and ensuring that they are neither loaned nor shared with anyone. Keys will not be left unattended or in an unsecure location, and individuals who lose control of keys or access codes may be held liable for the cost of actions required to mitigate the loss or the security risk associated with the loss and face disciplinary action.

#### **ISSUING AUTHORITY AND GUIDELINES**

The Director of Maintenance and Operations, with the advice and counsel of Principals and the Assistant Superintendent of Operations, will authorize the issuance of individual keys to personnel where a need for access to the area in question can be demonstrated.

The district locksmiths will be responsible for issuing all keys as approved by the Director of Maintenance and Operations. The lead locksmith will maintain a detailed record of all keys issued and a complete inventory of all keys on hand. Administrators and district level staff personnel will sign for their keys directly from the district locksmith. Keys will not be passed from outgoing to incoming personnel. All departing administrators or district level personnel will return keys directly to the locksmiths or hand deliver to the Maintenance and Operations Office for reissue to newly assigned personnel.

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

#### **BUILDING LEVEL KEYS**

School principals and site administrators will sign for key sets for their sites from the district locksmith on form MO-146, except for School Nutrition, Security, and Custodial keys. They will in turn be responsible for issuing the keys to individual users by completing form MO-146. The completed form should be sent to the district locksmiths and a copy retained at the site until the keys are returned. Any changes in key assignments are to be reported to the district locksmiths on form MO-146 at the time of reassignment. Keys are to be returned to School Administrators or Department Supervisors at the end of each school year, unless teachers are assigned to additional school duties or an extended school contract. These keys will receive a



1 100% inventory at least annually and at any time administrators are reassigned. Maintenance or Property  
2 Management will conduct random audits of keys throughout the year. Outgoing school administrators  
3 should coordinate with the Maintenance Department the return of their assigned keys for proper  
4 reassignment. When administrators are reassigned, the locksmith and/or Property Management Department  
5 will jointly inventory all keys with the incoming and outgoing administrators and all discrepancies will be  
6 resolved. If the outgoing administrator is not available to conduct the inventory, the Director of Schools will  
7 appoint a disinterested party to represent the outgoing administrator. After the inventory is complete, the  
8 key sets will then be issued to the new administrator and the new administrator will be responsible for issuing  
9 to building level users, except for School Nutrition, Security, and Custodial users. Individuals with  
10 unassigned/unauthorized keys will have those keys confiscated.

## 11 12 **LOST OR STOLEN KEYS**

13  
14 Any person losing a key(s) must notify the school principal or their direct supervisor immediately (by  
15 telephone or in person) to ensure against the compromise of the system. The principal or direct supervisor  
16 must submit a work order to request a replacement key. The employee will then be sent a link to complete  
17 a form and submit payment online via the KCS MemberHub website.

## 18 19 **REPLACEMENT COSTS**

20  
21 Interior/Classroom Keys: The cost for replacement of the mechanical classroom/interior key is \$10.  
22 Payments should be made online through the KCS MemberHub Online website. No cash will be accepted.

23  
24 Building Master/Exterior Keys: The cost to replace an Interior Master key is \$100 and an Exterior  
25 Master/Cliq key is \$150. Upon receiving notice of a compromised area due to lost or stolen keys, the Director  
26 of Schools may also require the following or other actions that may be determined appropriate actions:

- 27  
28 1. Replacement of all affected cores  
29 2. Re-issue of keys to open the new cores  
30 3. Invoicing the responsible individual for the total materials cost for affected cores

31  
32 In extreme circumstances, the Director of Schools may act to reduce the loss or cost to an individual  
33 employee. Any mitigation of cost to the employee shall be detailed in writing and provided to the Director  
34 of Maintenance and Operations for proper archiving.

## 35 36 **PROXIMITY CARDS**

37  
38 Proximity cards may be issued to any employee who has a need to access a facility. Unlike keys, proximity  
39 cards can be programmed to provide access only on specific days at specific times. Employees needing  
40 proximity cards will be assigned a card with a predetermined access profile that most closely meets their  
41 needs.

42  
43 School Principals or the Principal's designee will be responsible for managing proximity cards of staff  
44 members assigned to the school with the exception of School Nutrition, Security and Custodial personnel.  
45 Department Supervisors will be responsible for managing proximity cards for their assigned personnel. This  
46 includes performing an annual inventory at the start of each school year to ensure that cards are properly  
47 assigned and issued to staff members. Maintenance will provide a list to assist with this annual inventory.  
48 In addition to cards assigned to specific staff members, building level principals (or their designee) may  
49 request a quantity of "substitute cards" that may be issued to substitute teachers on a daily basis to facilitate  
50 their movement about the school. Schools with portable classrooms may receive a quantity of "hall pass"

cards to be requested by and issued at the discretion of the Principal. Systemwide staff members will be issued a single card with systemwide travel access. These cards must be requested by the first director in the staff member's chain of supervision.

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

Proximity cards will be deactivated at the end of each school year.

At the beginning of each school year, proximity cards will be reactivated for returning staff members.

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

Please notify the Maintenance and Operations Department by calling 865-594-3633 or by sending an email to [securityaccess@knoxschools.org](mailto:securityaccess@knoxschools.org) immediately. Once notified, the card will be deactivated to prevent unauthorized access. If the card is found before a replacement card is issued, the card can be re-activated. Once a replacement card is issued, no refund will be provided for the cost of a replacement card. The cost to replace a card is \$10. Payments should be made online through the KCS MemberHub website (link will be provided in response to email request).

### **Requesting Additional Cards During the School Year**

To request additional cards, school principals must email [securityaccess@knoxschools.org](mailto:securityaccess@knoxschools.org) and request the appropriate action including the new employee's first name, last name, employee number, access level (see options below), and a photo. The photo must have been taken in the last 6 months with a plain background, showing the entire head, face, and shoulders. Photos that are selfies or have filters will not be accepted.

Level 1-24 Hour: 7 Days a week

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

Level 3-14 Hour: 5 Days a week - Access from 6:00 am to 8:00 pm

Level 4-9 Hour: 5 Days a week – Access from 7:00 am to 4:00 pm

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

### **ACCESS CODES**

Access codes are to be requested by email at [securityaccess@knoxschools.org](mailto:securityaccess@knoxschools.org) or by submitting form MO-113. Access codes will be approved by the Maintenance and Operations Department. Principals and Department Supervisors are to maintain an accurate list of personnel with access codes at all times. This list should be reviewed and verified a minimum of once per year. Principals and Department Supervisors are to notify Maintenance and Operations via email at [securityaccess@knoxschools.org](mailto:securityaccess@knoxschools.org) of any changes in an employee's access or employment status.

### **RETURNING KEYS AND PROXIMITY CARDS AT END OF EMPLOYMENT**

At the end of employment with Knox County Schools (retirement, termination, resignation, etc.), School Nutrition, Security, and Custodial employees must turn in Proximity cards and keys to their department supervisors. All other employees must turn in their Proximity cards and keys to their building level administrators or direct supervisor. All departing administrators or district-level personnel must return

Proximity cards and keys directly to the locksmiths or hand deliver to the Maintenance and Operations Office.

Failure to adhere to the requirements in this procedure could result in progressive discipline.

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

1	<p>Any changes in traffic or parking patterns should be coordinated with the transportation and security departments. (Refer to E-170, page 1, lines 1-5.)</p>
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Category:	Procedure:	
<b>Business Management</b>	<b>Student Transportation Management</b>	
Descriptor Code:	Issued Date:	Revised Date:
<b>AP-E-170</b>	<b>June 1997</b>	<b>October 2008</b>

### **School Site Traffic Control**

The principal of each school shall develop and implement a plan to ensure maximum vehicular and pedestrian safety for the campus and shall submit it to the Director of Schools for approval. The plan shall include a sketch showing various parking areas, traffic flow, areas reserved for school bus loading and unloading; the location of any safety hazards as areas to be avoided by vehicles or students, and dismissal times for car and bus students. Principals are encouraged to use the School Security Department in the Formulation of traffic and parking plans. (Refer to E-160, lines 1-6.) If feasible, the principal should avoid placing alternative buses in the regular bus loading zone since it causes a significant delay for the regular buses and other campus traffic.

### **Students' Items on Bus**

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

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

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

### **Student's Electronic Devices**

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

### **Student Medications**

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

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

being delivered by the school bus.

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

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

### **Alternate School Phone Numbers**

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

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

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

### **School Bus Safety Drills**

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

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

### **School Bus Accidents**

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

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

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

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

### **School-Site Duties**

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

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

### **Accident-Site Duties**

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

### **Post-Accident Duties**

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

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

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

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

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

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

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

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

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

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

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

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

### **Discipline Appeals**

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

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

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

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

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

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

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

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

### **Chartered Bus Service**

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

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



## **Verifying Safety Inspection and Insurance**

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

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

## **Field Trip Seating Arrangements**

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

### Trips under 100 Miles Round-Trip

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

### Trips Over 100 Miles Round-Trip

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

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

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

## **No Standees on Field Trips**

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

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

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

## **Student Behavior on Field Trips**

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

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

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

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

9 Under federal law, any motor vehicle designed to carry more than 10 persons is classified as a bus. A  
10 passenger van does not offer the same level of safety to its occupants as a certified school bus. In a crash,  
11 the risk of injury or fatality is significantly increased for occupants of a vehicle not meeting the Federal  
12 Motor Vehicle Standards for school buses. Van type equipment shall not be used for transporting students  
13 for instruction off-campus trips, athletic events, and other school approved functions.  
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Category:	Procedure:	
<b>Business Management</b>	<b>Scheduling and Routing</b>	
Descriptor Code:	Issued Date:	Revised Date:
<b>AP-E-171</b>	<b>June 1997</b>	<b>October 2008</b>

## **NOTIFICATION OF ROUTE CHANGES**

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

## **STUDENT'S REQUEST TO CHANGE BUS STOP**

Transportation services shall be provided to eligible students to and from their assigned bus stop and school. Bus stops shall be determined by the Transportation Department and assigned based on the proximity from a student's primary residential address. The principal or his designee shall have the discretion to grant permission for a student to ride a non-assigned bus on a temporary basis (E-171, lines 3, 27-30). The driver should only drop students off at their assigned stops. However, the student's principal may approve the student to ride a different bus or use another bus stop if the following requirements are satisfied:

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

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

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

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

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

## **PARENT RESPONSIBILITY ZONE APPEALS**

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

## **PARENT RESPONSIBILITY ZONE VERIFICATION**

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

## **PARENT RESPONSIBILITY ZONE ENFORCEMENT**

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

## **BUS FAILS TO RUN**

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

## **DOCUMENTATION OF BUS STOP CONCERNS**

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

## **STUDENT DISCOVERED ON WRONG BUS**

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

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

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

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

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

## **HOME STOPS**

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

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

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

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

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

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

1 3. If the principal or his or her designee is not at the school, the driver or Transportation Department  
2 will contact the parents by phone (either at home or work). If the parents cannot then be located,  
3 the Transportation Department or the principal will contact Knox County Schools Security for  
4 assistance in securing protective care for the student until the parents are located.  
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6 **PRE-SCHOOL STUDENTS ON REGULAR BUSES**  
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8 Pre-school program students should not use regular bus services without specific written permission from  
9 the Transportation or Pre-school Supervisor.  
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Category:	Procedure:	
<b>Business Management</b>	<b>Contracted Bus Service</b>	
Descriptor Code:	Issued Date:	Revised Date:
<b>AP-E-172-1</b>	<b>June 1997</b>	<b>October 2008</b>

**CONTRACTORS' DAILY TRANSPORTATION MANAGEMENT**

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

**PRINCIPALS' DAILY TRANSPORTATION MANAGEMENT**

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

**TRANSPORTATION DEPARTMENT'S DAILY MANAGEMENT**

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

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

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





# Administrative Procedure

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

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

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

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

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

Students unable to pay for meals at the time of meal service are allowed to charge breakfast and lunch. Students charging breakfast and/or lunch will receive reimbursable meals. Charging meals is a courtesy extended only to students, and a la carte (extra) items may not be charged.

Once a student has accrued unpaid meal charges of any amount, parents/guardians will receive a generated phone call, email, and/or text message through the school district's automated system. Once unpaid meal charges reach \$25.00, letters will be sent to the home address of the student's parent/guardian.

Unpaid meal charges are considered bad debt at the end of each current school year. The Director of School Nutrition compiles and reports all unpaid meal charges as bad debt to the Knox County Schools finance office for reimbursement from the General Purpose School Fund. Bad debt may be referred to a collection agent retained by Knox County Schools for such purpose. The Director of Schools has established in procedure a reasonable threshold for the level of debt to be referred for collection as follows:

- Bad debt accrued by any student receiving free or reduced price meal benefits during the current school year is not referred for collection.
- Bad debt, cumulatively by family, less than \$25.00 is not referred for collection.
- Bad debt without prior written notification of unpaid meal charges to the household is not referred for collection.

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

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

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

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- 2 1. Employee Accidents at school between 7:00 A.M. and 4:30 P.M.
- 3     A. To Report Custodial Accidents
- 4         1) Call the Operations office at 594-3694.
- 5         2) If unavailable, call the Employee Benefits Office at 594-1685.
- 6         3) **File Employer's First Report of Work Injury Form (C-20) within twenty-four**
- 7             **hours.**
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- 9     B. To Report Food Service Accidents
- 10        1) Call Food Service office at 594-3623.
- 11        2) If unavailable, call Employee Benefits Office at 594-1685.
- 12        3) **File Employer's First Report of Work Injury Form (C-20) within twenty-four**
- 13            **hours.**
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- 15 2. Employee's Accident at school after hours
- 16     A. To Report Custodial Accidents
- 17        1) Call Custodial foreman.
- 18        2) Call Employee Benefits Office at 594-1685.
- 19        3) **File Employer's First Report of Work Injury Form the next business day at school**
- 20            **office or Custodial office.**
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Category:	Procedure:	
<b>Facility Expansion Program</b>	<b>Third-Party Funded Construction</b>	
Descriptor Code:	Issued Date:	Revised Date:
<b>AP-F-110</b>	<b>September 2015</b>	<b>October 2021</b>

The following procedure is established to align with Board of Education Policies F-110 and F-120, where a proposed project will be financed by sources outside the school system.

### **BOARD OF EDUCATION APPROVAL**

Board of Education approval will normally be accomplished in a two-step process.

1. Request board approval of the project concept. This assures the requestor that the board agrees with the project and provides a level of confidence in pursuing funding for the project.
  - a. Obtain a copy of the form (FA-100) either from the Knox County Schools web site or by contacting the KCS Facilities Department.
  - b. Complete the form and submit it to the Facilities Department with a copy of the preliminary design of the proposed project.
  - c. The Facilities Department will review the design and once satisfied that there are no inherent concerns, will submit it to the Superintendent with a recommendation that it be added to the next BOE agenda.
2. Request final approval once full financing has been obtained.
  - a. Final approval of a proposed project will be granted only after confirmation that full financing is in place.
  - b. Once the School Board has approved the project, a construction permit must be obtained.

Note: Final approval of a project may be requested if full financing is available when the original request is made to the BOE.

### **CONSTRUCTION PERMIT PROCEDURE**

The following steps shall be taken prior to any work being done on the project. The principal of the requesting school shall designate one school level employee to be the contact person for the project. That person shall be responsible for ensuring that the following steps are taken.

1. The preliminary drawings used for board approval are generally inadequate for permitting and construction of the project. Stamped/signed plans must be obtained from a licensed architect and/or engineer.

2. A copy of the plans shall be taken to the Metropolitan Planning Commission located on the fourth floor of the City County Building to obtain a correct address form. Several questions must be answered and the project address verified.
3. Two sets of plans shall be submitted to the Knox County Codes Plan Review Department for review and approval. This process normally takes about two weeks. Note: Please contact the Facilities Department for assistance when the submittals are ready to be made (865-594-1558).
4. Both the Knox County Plans Review Department and the Knox County Fire Marshal's office will conduct reviews of the documents. Comments and required modifications will be noted on the plans and must be addressed by the professional of record.
5. Once all comments and questions have been satisfactorily addressed, the Plans Review Department will issue a building permit for the project. Generally, they will notify the Facilities Department that the permit is ready.
6. Additionally, two (2) sets of plans shall also be submitted to the Knox County Schools Facilities Director along with a completed copy of the Board of Education Approval form and evidence that the funding is in place for the construction of the project.
7. While the Knox County review process is taking place, final approval will be requested as an agenda item on the next scheduled BOE meeting.
8. Once final approval has been granted by all parties, the permit must be picked up at Knox County Plans Review Department by a contractor licensed by the State of Tennessee (when the total project cost exceeds \$25,000.00). The contractor shall be responsible for fulfilling the requirements of construction of the project.
9. The school level representative shall be responsible for coordination of the project with the contractor and shall make certain that all required inspections occur.
10. Additionally, a Facilities Department representative will be assigned to assist and answer questions as needed.
11. The school level representative shall be responsible for all documentation and inspection reports that must be turned over to the Knox County Schools Maintenance & Operations (KCSMO) Department. After each inspection, fax the inspection report to the attention of Chris Towe at 865-594-1352.
12. The approved set of plans must be on the job site at all times.
13. During the final inspection, representatives of the Facilities Department and the KCSMO Department shall be present with the school level representative. Once the project has passed final inspection and a Certificate of Occupancy has been issued by the Knox County Codes Department, all documentation shall be submitted to the Facilities Department for final review.

Once the Facilities Department is satisfied that all work has been completed in accordance with the contract documents submitted, all documentation will be turned over to the KCSMO Department for archiving.

Category:	Procedure:	
<b>Facility Expansion Program</b>	<b>Naming Facilities</b>	
Descriptor Code:	Issue Date:	Revised Date:
<b>AP-F-140-1</b>	<b>February 2021</b>	

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The Board of Education shall approve the naming or re-naming of all Knox County Schools facilities or portions of facilities (please reference [Knox County Board of Education Policy F-140](#)). Nominations to name or re-name a facility or portion of a facility must be made in writing to the Board of Education Naming Facilities Committee using Knox County Schools [Form FA-101](#) along with supporting documentation. Nominations submitted without required supporting documentation will not be considered by the Naming Facilities Committee unless or until complete information is provided.

Nominations may be solicited by Knox County Schools administration or submitted by the public. A facility or portion of a facility may be named for a person, a major donor, a distinctive geographic location, or in honor of a historic event or place. The Naming Facilities Committee will consider complete nominations and make recommendations to the Board of Education for final approval.

Nominations will be considered by the Naming Facilities Committee within a reasonable period of time following a complete submission of documentation to the Board of Education office. Notice of the meeting date for consideration of the nomination will be provided at least thirty (30) days in advance to allow time for documentation supporting or opposing a proposed name. Supporting or opposing opinions and required documentation will be received by the Naming Facilities Committee at least five (5) days prior to the noticed meeting. Documents received late may not be considered.

The Naming Facilities Committee will submit recommendations to approve or deny nominations as items of consideration on the Board of Education's work session and regular session meeting agenda.

Please reference attached *Process for Considering Names for Knox County Schools' District Facilities* for further detailed information.





## **PROCESS FOR CONSIDERING NAMES FOR KNOX COUNTY SCHOOLS' DISTRICT FACILITIES**

### **Initial Requirements**

- A facility or portion of a facility may be named for a person, a major donor, a distinctive geographic location or in honor of a historic event or place.
- Consideration of naming a facility in honor or memory of a person: the person must be connected to the district, be a role model and must have made significant contributions to his or her field.
- Consideration of naming a facility for a major donor: The donation must be significant and be connected to the district.
- Consideration of naming a facility for a distinctive geographic location: The location must be significant to the district and/or Knox County community.
- Consideration of naming a facility in honor of a historic event or place: The event or place must have major significance, and some connection to the district.
- Proper documentation is to be provided for review and administrative staff must conduct research on all names.

### **Process**

- A name may be solicited by the district to the Board of Education Naming Facilities Committee.
- A name may be submitted by the public to the Board of Education Naming Facilities Committee.
- Nominations must be made in writing on a form provided by the district, along with supporting documentation, to the Knox County Board of Education Naming Facilities Committee. Documentation or communications in opposition to nominations may also be submitted to and considered by the Committee. Documentation shall reflect facts/evidence which address the criteria to consider (listed below).
- Nominations will be considered and final recommendations to the Board of Education will be made based upon the schedule of the Naming Committee.
- Final approval for all nominations rests with the Board of Education.
- Potential names without sufficient supporting documentation may be summarily dismissed by the Naming Committee.

### **Committee**

- The Naming Facilities Committee shall consist of 3 Members of the Board of Education.
- Committee Members will be appointed by the Board Chair annually.
- The Committee will meet within a reasonable period of time following the submission of a nomination to the Board of Education office. Notice of the meeting will be provided at least thirty (30) days in advance to allow time for documentation supporting or opposing the proposed name. Supporting or opposing opinions and required documentation will be received by the Committee at least five (5) days prior to the noticed meeting. Documents received late may not be considered.
- The Committee will submit recommendations to approve or deny nominations as items of consideration on the Board's regular session meeting agenda. Any recommendation of the Committee shall be by majority vote.

### **Criteria to Consider**

- Does the nominated name reflect direct and substantial association and achievement of extraordinary and lasting distinction (i.e. an individual's scholarship, creativity, leadership, and humanitarian and public service)?
- Has the nominee served the district? Length of years of service? Quality and quantity of contributions?
- Weight may be given to an individual who gained distinction in the area or areas related to the usage of the facility.
- A potential name's negative meaning (if any) and an individual's conduct unbecoming, negative and/or unjust acts and behavior will also be considered. Such acts would include, but not be limited to, acts considered criminal, illegal, and/or immoral.
- This listing is not exhaustive and other facts and details of significance can and will be considered.
- All naming considerations shall have the same opportunities regardless of race, color, creed, religion, national origin, sex, disabilities or veteran status.

### **Timing**

- Nominations must be submitted via the official form process at any time, but the Naming Facilities Committee's recommendation process must be complete prior to Board consideration.
- Nominations submitted without required supporting documentation will not be considered by the Naming Facilities Committee until complete and neither the Committee nor Knox County Schools will be responsible for logging incomplete submissions.
- The district nomination form can be accessed on the Knox County Schools website at:  
<https://www.knoxschools.org/Domain/12514>.

Category:	Procedure:	
<b>Facility Expansion Program</b>	<b>School Mascots and Other School Identifiers</b>	
Descriptor Code:	Issued Date:	Revised Date:
<b>AP-F-140-2</b>	<b>February 2021</b>	<b>May 2022</b>

The Knox County Schools recognizes the need to express school spirit through selection of a mascot, team name, colors, and other school identifiers such as yearbooks, annuals, names of newspapers and other publications, names for activities and events, school songs, and slogans. The following provides for these activities:

- A. Selecting a mascot, team names, and school colors as well as other school identifiers shall be respectful of diverse cultural values, but also be cognizant of context and honor the past and not be based solely on political pressure and/or current events. The main goal is to reflect a positive school image. Emphasis should also be placed on selecting names related to landmarks or places that have historic or geographic significance to the particular Knox County community's history and the site. Proposed names should avoid duplicating names of other schools in the region to prevent possible confusion with those schools.
- B. The school mascot, team names, school colors, and other school identifiers must be unique and cannot be a duplication, without proper written permission/licensure, of a professional, corporate, international, national, or local mascot, name, and colors, nor other copyrighted identifiers.
- C. A school mascot is defined as a symbol, character, name, or logo that should represent a school in a positive manner with an emphasis on expression of school unity and pride as well as the emphasis and goals expressed in section A. Team names, logos, school colors and other school identifiers shall be selected on the basis of a positive reflection of the school.
- D. Mascots, team names, logos and school colors for existing schools have already been established and copyrighted by Knox County Schools.
- E.
  1. *New School*: Responsibility for the initial selection of the school mascot, team names, school colors, and other school identifiers will be recommended to the direct supervisor of the principal of that school by a committee comprised of the principal, teachers, staff, students, PTA/PTO (if formed), parents, historical society, civic associations, and KCS administration (stakeholders).
  2. Final approval of the school mascot, team names, school colors, and other school identifier selections and/or changes will be the responsibility of the Superintendent and direct supervisor of the principal of the particular school. Said approved selections will then be considered by the Knox County Board of Education's Naming Committee and the Committee will then present recommendations to the Board for ratification.
- F. *Existing School*: A challenge to the selection of, or proposed changes to, an existing school mascot, team names, school colors, and other school identifier selections, as described above, by a member or members of the staff, student body, parents, alumni, PTA/PTO, historical society and/or civic associations (stakeholders) shall be made in writing to the principal of the school or the direct supervisor of that principal. A challenge shall state the objections to the current mascot/names/colors

and indicate how the identifier does not align with the principles in this procedure and Board Policy. Historical or other evidence is to be submitted with the challenge. A challenge which fails to meet the above criteria may be dismissed by the Superintendent and/or the district principal supervisor.

1. A challenge with written support of 25 percent (25%) of a school's student population and 100 school alumni shall be referred to district principal supervisors to schedule two or more public meetings, with notice of at least thirty (30) days to all stakeholders as outlined in section F. Such meetings shall be an open discussion on the merits and detractions of the proposed challenge and shall be recorded and minutes taken.
2. A survey shall be prepared by KCS administration and to the best extent possible, sent to all stakeholders of the school affected with a minimum of two weeks to respond.
3. The district principal supervisor will then review the challenge, and the substance of the public meetings, with the Superintendent and make a recommendation with reasons therefore to the Board of Education's Naming Committee. All Naming Committee procedures and process shall be followed.
4. The Naming Committee will review and make a recommendation or pass along to the full Board of Education.
5. The Board of Education will be provided all information gathered on the challenge through this process and then render a final decision through a vote on an action item.

The foregoing process shall not be expedited and while there is no specific time requirement, the process is expected to take six months or more to complete. Should the challenge to an existing school's identifiers result in a change, new identifier submissions shall be made according to section E. Should the challenge to an existing school's identifiers not result in a change, a new challenge may not be brought for five (5) years following the Board of Education's decision.



# Administrative Procedure

Category:	Procedure:	
Facility Expansion Program	New Capital Improvement Project Planning	
Descriptor Code:	Issue Date:	Revised Date:
AP-F-150	April 2025	

To provide for quality of service and fairness in service selection, architectural firms interested in performing work for Knox County Schools must respond to a Request for Qualifications (RFQ). Developed and managed in partnership with Knox County Procurement, RFQs will be issued for all major Capital Improvement Plan projects. Additionally, the result of RFQs will periodically be used to develop a ranked list of qualified architectural firms to be engaged on projects of smaller scale or scope.

## NOTICE OF A REQUEST FOR QUALIFICATIONS

Knox County Procurement shall issue the RFQ and notice will be provided to interested architectural firms per Knox County Procurement's standard procedures.

## EVALUATION OF QUALIFICATIONS

The responses to the RFQ shall be reviewed by the selected evaluation committee. The evaluation committee shall include a representative of the Knox County Schools Facilities Department, a representative of Knox County Procurement, and a third representative typically selected by the KCS Operations Division. Committee members independently score responses per the criteria included in the RFQ. Scores are then compiled by Knox County Procurement to identify the highest scoring respondent.

## CONTRACT AWARDS

The highest-scoring respondent for the project for which the RFQ was issued shall be selected for that project. All other respondents will then be populated on a list, based on their respective scores, which will be used for selection of architects for smaller projects. Smaller projects will typically be defined as projects with a calculated designer fee of less than \$200,000.00. The ranked list of architectural firms will be used until it has either:

- Been exhausted; or
- Until it expires (three years after the RFQ process is finalized).

The KCS Facilities Department will negotiate all necessary contracts with the identified architectural firm(s). Proposed contract shall be provided to the Knox County Board of Education for consideration in accordance with KCBOE Policy F-150 "New Project Planning."

Category:	Procedure:	
<b>Human Resources</b>	<b>Employee Threat Assessment Protocol</b>	
Descriptor Code:	Issued Date:	Revised Date:
<b>AP-G-100</b>	<b>February 2011</b>	<b>July 2021</b>

Refer to Knox County Board of Education Policy G-100.

### **1. Reporting**

Any and all reports to principals of employee misconduct, threats, or serious concerns about a potential danger posed by an employee will be reported to the appropriate Human Resources supervisor. That supervisor will, in turn, communicate those reports to Knox County Schools Security. The Human Resources Supervisor and the Chief of Security (or his designee) will determine what type of response is needed and when it shall take place. **In the case of assault by an employee, threats of assault, employee vandalism, or any other potentially dangerous actions, the response shall be immediate.**

### **2. Response**

Upon arrival at the work site, the Human Resources supervisor and Security personnel will make sure the workplace is safe and the environment is stable. If after initial investigation, the actions or allegations are determined to be serious and substantiated the Human Resources supervisor may request that the accused employee be placed on administrative leave immediately to expedite reestablishing a safe workplace environment. This requires a verbal approval from the Superintendent or his designee. The formal written leave request will be completed within 24 hours of this verbal approval.

If, at any time the investigation leads the Human Resources Supervisor or security personnel to believe a crime may have been committed, they may (and generally shall) contact local law enforcement or the Knox County Attorney General's Office for consultation or guidance. If the Human Resources supervisor or security personnel feel, at any time during the investigation, that the employee in question is a threat to the safety of the school or workplace, he or she may request the employee be placed on administrative leave. **Any employee placed on administrative leave for acts of violence, threatened violence, vandalism, or other potentially dangerous actions, shall be referred to the Knox County Schools Employee Threat Assessment Team.** An employee may also be referred to the Threat Assessment Team due to an incident outside the workplace.

### **3. Threat Assessment Team**

The main and primary duty of the Employee Threat Assessment Team will be to determine if it is safe for that employee to return to any school workplace environment. The following personnel or their designated representative will be members of the Employee Threat Assessment Team.

- A. Executive Director of Human Resources
- B. Chief of Security
- C. Director of Employee Relations
- D. Supervisor of Nursing
- E. Supervisor of Psychological Services

- F. Appropriate Grade Level Director/Supervisor based on employee assignment
- G. Chief of Staff (will not formally serve on the threat assessment team, but will serve as the communications liaison to the team for the Superintendent's Office)

The team will meet as needed for review of incident and employee history while the employee in question is on leave. The team may also require the employee to comply with specific testing and assessment activities before making a final recommendation. These activities could include in-house services such as drug testing, job performance review, clinical review, or further interviews. Depending on the employee's benefits package, the team could also require some outside services be sought before a return-to-work recommendation is made. The Threat Assessment Team may require such outside services, or it could choose to recommend that the employee return to work without further review. If services are required, the team will reconvene at the completion of any required activities. If the employee is returned to work without further review, all Human Resources policies and procedures will apply.

The Threat Assessment Team may consult with the Knox County Law Director's Office, but the law department would have no representative on the team. This is to ensure any opinion rendered would not be influenced by prior knowledge of incident or employee history. If an employee is placed on administrative leave and subsequently returned to work, the Human Resources Supervisor and a Security representative will meet with the employee at a neutral site prior to the employee being returned to work. At this meeting, the employee will be informed of any conditions to continued employment, cautioned on the problematic behaviors that were identified, and have any periodic review requirements explained. The periodic reviews will be conducted by the appropriate Human Resources supervisor and the employee's immediate supervisor. If it is determined by the Threat Assessment Team that it is not safe for the employee to return to any school/work environment, then the current Human Resources process for separation of employees will apply, and an appropriate recommendation will be made to the Superintendent.

#### **4. Training**

Human Resources and School Security personnel will ensure that the approved Threat Assessment Protocol is widely communicated, disseminated, and understood. It is recommended that all principals be provided with information about the protocol at a K-12 principals meeting, and that all new principals be exposed to the process during the New Principal's Academy. New employees could be given the information either by Human Resources or Security at new employee orientation. It is also recommended that appropriate materials be developed in a variety of media to share with all schools and support departments.

#### **5. Conclusion**

This employee threat assessment protocol is intended to help ensure that all facilities within the Knox County Schools system are safe, psychologically healthy environments in which to learn, work, and visit. This protocol will be reviewed periodically and adjusted as needed to meet the needs of our students, staff, and community.

Category:	Procedure:	
<b>Human Resources</b>	<b>Evaluation Grievances</b>	
Descriptor Code:	Issued Date:	Revised Date:
<b>AP-G-130</b>	<b>July 2012</b>	

Refer to policy G-130.

- A. Through this procedure, principals, teachers, and other school-based certified personnel may challenge the following, relative to their evaluation:
1. Accuracy of the data
  2. Adherence to the evaluation policies adopted by the State Board of Education

Minor procedural errors in implementing the evaluation model shall be resolved at the lowest possible step in the grievance procedure but shall not constitute grounds for challenging the final results of an evaluation. Minor procedural errors shall be defined as errors that do not materially affect or compromise the integrity of the evaluation results.

## DEFINITIONS

**Evaluator** – The evaluator is the immediate supervisor of grievant. In most cases, the evaluator is the lead site administrator, i.e. principal. For system-wide employees, the evaluator is the appropriate system-wide administrator who is the immediate supervisor of the grievant.

**Observer** – Observers, as trained and certified by the Tennessee Department of Education, conduct classroom observations as a component of the evaluation process.

### B. Step I – Evaluator

1. A written grievance must be submitted to the Evaluator and to the Human Resources department to the attention of the Director of Human Capital Strategy based on the following timeline, otherwise it will be considered untimely and invalid:

<b>Evaluation Data</b>	<b>Grievance Deadline</b>
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Observation Scores & Professionalism	Fifteen (15) days after the release of data from the Tennessee Department of Education at each phase or fifteen (15) days after opening of district grievance window (whichever is later). Should the 15th day be a weekend or holiday, the deadline will be the next business day.
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35% Growth Score

15% Achievement Phase 1 Data

15% Achievement Phase 2 Data

15% Achievement Phase 3 Data

15% Achievement Phase 4 Data

Grievance forms will be provided on the district internet site at <http://hr.knoxschools.org> and in the office of Human Resources. However, grievances may be submitted in other formats as long as all required components are included.

2. Required components of grievance:

- i. educator's name, position, school/assignment, and additional title, if any
- ii. name of the educator's immediate supervisor/evaluator
- iii. date the challenged evaluation data was received
- iv. evaluation period in question
- v. basis for the grievance
- vi. corrective action requested by the grievant
- vii. sufficient facts or other information to begin an investigation

3. Failure to state specific reasons shall result in the grievance being considered improperly filed and invalid.

4. After receiving the grievance, the Evaluator shall:

- i. examine the documentation presented by the grievant and such other documentation as may be relevant and available;
- ii. if necessary, contact observers and other relevant parties to gather additional information;
- iii. communicate a decision, in writing, to the grievant, including the results of investigation, within fifteen (15) days of receipt of the grievance;
- iv. at their discretion, correct any procedural errors made during the evaluation process.

C. Step II – Director of Schools or Designee

- 1. A written grievance must be submitted by the grievant to the Director of Schools or designee no later than fifteen (15) days after notification of the decision rendered in Step I.
  - i. A designee may not be used if the grievant is a principal.
  - ii. A designee shall have had no input or involvement in the evaluation for which the grievance has been filed.
- 2. The Director of Schools or designee will:
  - i. hold an informal discussion with grievant, or, if appropriate, schedule to hear facts, allegations, and testimony by witnesses as soon as practical;
  - ii. allow an attorney or a representative to speak on behalf of the employee;
  - iii. communicate, in writing, a decision to the grievant, including the results of investigation and findings of fact, within fifteen (15) days of the informal discussion with grievant or hearing of facts;
  - iv. take any action necessary, based on the circumstances, to immediately correct any procedural errors made in the evaluation process.

D. Step III – Local Board of Education

- 1. Educators may request a hearing before the Board of Education by submitting a written grievance and all relevant documentation to the Board of Education no later than fifteen (15) days after the notification of the decision rendered in Step II.
- 2. The Board of Education, based on a review of the record, may:
  - i. grant or deny a request for a full Board hearing;
  - ii. affirm or overturn the decision of the Director of Schools with or without a hearing.



- 1 3. If a hearing is granted, the Board will:
  - 2 i. hold such hearing no later than thirty (30) days after the receipt of a request for a hearing;
  - 3 ii. allow an attorney to represent the grievant before the Board;
  - 4 iii. give written notice of the time and place of the hearing to the grievant, the Director of
  - 5 Schools, and all administrators involved;
  - 6 iv. communicate its decision, in writing, to all parties no later than thirty (30) days after the
  - 7 conclusion of the hearing.
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- 9 4. All decisions shall be rendered within sixty (60) days of the receipt of the written grievance in
- 10 Step III.
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- 12 5. The Board of Education shall serve as the final step for all grievances.
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Category:	Procedure:	
<b>Human Resources</b>	<b>Placing Information in Personnel Files</b>	
Descriptor Code:	Issued Date:	Revised Date:
<b>AP-G-180</b>	<b>June 1997</b>	<b>July 2021</b>

The Superintendent or his or her designee is responsible for notifying employees of the types of records kept in the personnel file and the uses of the records. Employee records, except those designated by federal law or state law to be confidential (i.e., HIPPA; ADA; FERPA and OPEN RECORDS ACT) are public records and are available for inspection during regular business hours. Administrative Procedure AP-B-210 will be followed when a request is made to view personnel records.

Further, the employee will be notified that a request has been made to view his/her personnel file. The employee may be given the name of the person making the request and will be given the opportunity to view the file first. An employee of Knox County Schools will remain with the person who is viewing the records.

An employee requesting to view his or her own personnel file may contact the Human Resources Department directly. If copies are requested, the same charges outlined in Administrative Procedure AP-B-210 will apply.

The following information may be placed in a personnel file:

1. Employee applications and contracts;
2. Professional certificates and other documents required by the state and federal laws and regulations;
3. Evaluations and supporting documentation; and
4. Commendations awarded by the Board of Education, Superintendent, Supervisor or any state or national professional organization.

Whenever preparing any negative or derogatory (i.e., disciplinary action) material to be placed in an employee's personnel file, the following statement must be included:

*My signature indicates that I have received a copy of this information. I understand that I have an opportunity to respond in writing and the response will also be placed in my personnel file. I further understand that the contents of my personnel file are public information.*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Witness*

Category:	Procedure:	
<b>Human Resources</b>	<b>Criminal History Records Information</b>	
Descriptor Code:	Issued Date:	Revised Date:
<b>AP-G-212</b>	<b>November 2018</b>	

An individual desiring a position with the Board (Knox County Schools) shall make application via a method approved by the Director of Schools. Knowingly falsifying information shall be sufficient grounds for termination of employment and shall also constitute a Class A misdemeanor which must be reported to the District Attorney General for prosecution. In a continuing effort to further ensure the safety and welfare of students and staff, the district shall require criminal history records checks for all prospective employees.

Information shall be verified by fingerprint and criminal history records check conducted by the Tennessee Bureau of Investigation or other sources as needed. Any costs incurred in conducting such investigations of applicants shall be paid by the individual.

Upon commencement of employment, each employee shall submit to a criminal history records check every five (5) years throughout the duration of employment. The five (5) year time period shall begin running at the date of the previous criminal history records check. Any costs incurred in conducting such investigations of employees shall be paid by the District. In addition to submitting to a criminal history records check every five (5) years, all employees shall comply with the reporting requirements in Procedure G-290-9.

Upon commencement of employment, each employee will receive a reminder from the Human Resources Department prior to the five-year anniversary of the previous criminal history records check. Although the Human Resources Department will issue reminders, it is the sole obligation of the employee to ensure that a criminal history records check is submitted to within the five-year time frame. If an employee does not comply, the employee may immediately be moved to administrative leave without pay pending further action.

An employee who wishes to transfer positions within the District may be subject to a local criminal history records check at no cost to either the employee or the District.

If a criminal history records check produces either initial results, or results different from the previous criminal history records check, the following offenses shall be grounds for not employing a potential applicant, termination of employment, revocation of tenure and/or disciplinary action at the discretion of the Director of Schools:

1. Any felony conviction
2. Any misdemeanor theft conviction occurring within the previous ten (10) years
3. Any misdemeanor drug or alcohol conviction occurring within the previous ten (10) years
4. Any misdemeanor weapons convictions occurring within the previous ten (10) years

Category:	Procedure:	
<b>Human Resources</b>	<b>Reporting Arrests and Convictions</b>	
Descriptor Code:	Issued Date:	Revised Date:
<b>AP-G-212-1</b>	<b>November 2018</b>	

All employees of Knox County Schools have an ongoing obligation to comply with criminal background requirements necessary to obtain employment. The following rules shall apply to all Knox County Schools employees.

#### **ARRESTS**

An employee arrested for any criminal charge shall notify the Knox County Schools Executive Director of Human Resources no later than five (5) days after such arrest. Failure of the employee to report the arrest within the time prescribed will lead to disciplinary action up to and including discharge. Although in most instances, an arrest in and of itself may not result in disciplinary action, Knox County Schools may conduct an investigation that could lead to disciplinary action up to and including discharge.

#### **CONVICTIONS**

An employee convicted of any criminal charge shall notify the Knox County Schools Executive Director of Human Resources no later than five (5) days after such conviction. Within thirty (30) days after receiving notice of a conviction, Knox County Schools will take any appropriate disciplinary action.

Failure of the employee to report the conviction within the time prescribed will lead to disciplinary action up to and including discharge. Convictions can result in disciplinary action up to and including discharge. In determining whether and to what extent an employee will be disciplined or discharged for a conviction, Knox County Schools (KCS) will consider the following factors: the degree to which the nature of the criminal offense reduces KCS's ability to maintain a safe working environment; the degree to which the nature of the criminal offense unreasonably endangers the safety of other employees and/or students; the degree to which the conviction unreasonably undermines the public confidence in KCS's operations; the nature of the criminal offense; the nature of the employee's job with KCS; the existence of any explanatory or mitigating facts or circumstances; whether the employee promptly reports the conviction; and any other facts relevant to the employee, including but not limited to years of service and record of performance with KCS.

Category:	Procedure:	
<b>Human Resources</b>	<b>Qualifications and Duties of Teachers</b>	
Descriptor Code:	Issued Date:	Revised Date:
<b>AP-G-280</b>	<b>August 2019</b>	

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It is the goal of Knox County Schools that all students attending Knox County Schools will receive their instruction from appropriately qualified teachers and staff. The District complies with Tennessee Department of Education regulations regarding teacher licensure requirements and ensures that all teacher schedules comply with the Rules of the State Board of Education, specifically Chapter 0520-02-03 entitled Educator Licensure.

Administrators and appropriate supervisors will receive training on teacher licensure and scheduling requirements annually.

Each school, through the Principal or his/her designee, will submit teacher schedules to the Executive Director of Student Supports and the Executive Director of Human Resources. The District will evaluate schedules on an annual basis to ensure compliance with the Rules of the State Board of Education. In the event that a teacher's schedule is not in compliance with the Rules of the State Board of Education, the Executive Director of Student Supports, the appropriate Grade Level Director and the Executive Director of Human Resources will direct the Principal of that school to modify the teacher's schedule as soon as feasible. Best efforts shall be utilized to ensure timely modification of the schedule

Category:	Procedure:	
<b>Human Resources</b>	<b>Application Process and Hiring of Personnel</b>	
Descriptor Code:	Issued Date:	Revised Date:
<b>AP-G-290-1</b>	<b>June 1997</b>	<b>July 2021</b>

1. An individual desiring a certified position must provide the following documents to the Human Resources Department:
  - Electronic application through Knox County Schools' applicant tracking system;
  - All college transcripts;
  - Photocopy of a valid Tennessee Teacher License (The applicant must have a valid Tennessee Teacher License prior to beginning employment.);
  - Copy of appropriate test scores; and
  - Three references (completed through the applicant tracking system).
2. An individual desiring a classified position must provide the following documents to the Human Resources Department:
  - Electronic application through Knox County Schools applicant tracking system;
  - All college transcripts, if applicable; and
  - Three references (completed through the applicant tracking system).
3. After completing an electronic application through the applicant tracking system, the applicant can apply for those positions for which applicant is qualified.
4. After interviewing all candidates, and documenting at least three interviews, the principal or supervisor will submit a recommendation to Human Resources.
5. The Human Resources Supervisor will approve or deny each request to hire.
6. After approved by the Human Resources Supervisor, an offer of employment will be extended by the Human Resources Generalist. The HR Generalist will make arrangements for the candidate to complete employment documentation. The documents that need to be completed for employment include, but are not limited to, the following:
  - W-4 Form
  - HR-122 Form – Service and Degree Form
  - I-9 Form – Employment Eligibility Verification Form (a driver's license or birth certificate or passport and Social Security card are required to complete this form)
  - Medical and Dental Insurance Applications
  - ED-2034A Form - Application of Previous Experience Letter
  - Tennessee Consolidated Retirement Forms or Knox County Asset Accumulation Forms

- Life Insurance Forms and Premium Conversation Forms
- Authorization Agreement for Automatic Deposit
- Medical/Physical Form (to be completed and returned within 30 days)
- Fingerprint and Criminal History Verification Record
- Drug Test in compliance with Drug-Free Workplace Policy (drug testing is time sensitive based on the date paperwork is issued to applicant)

7. Applicant is responsible for the cost of the medical exam, fingerprint and criminal history verification, and drug test.

8. All new employees are required to complete employee orientation.

Category:	Procedure:	
<b>Human Resources</b>	<b>Hiring Athletic Coaches</b>	
Descriptor Code:	Issued Date:	Revised Date:
<b>AP-G-290-2</b>	<b>June 1997</b>	<b>July 2021</b>

## **HIRING FACULTY ATHLETIC COACHES**

1. Advertise all vacant positions through the applicant tracking system. Positions should remain posted for a minimum of three (3) days.
2. Principal/Athletic Director shall interview at least three (3) applicants who have applied and whose application is submitted through the applicant tracking system.
3. All coaches must complete the documentation listed in Knox County Schools Administrative Procedure AP-G-290-1. Additional forms may also be required.
4. Successful non-faculty and classified applicants must take the TSSAA Coaches Training Session if the applicant is not a licensed teacher or if the applicant is a licensed teacher with less than five (5) years teaching experience. (Refer to Knox County Schools Guidelines for Non-Faculty Athletic Coaches Employment.)
5. After interviewing at least three (3) applicants, Principal/Athletic Director recommends applicant to Human Resources Department through the applicant tracking system.
6. Coaches may not work with student athletes until all requirements are met. Principal/Athletic Director will be notified when the coach has cleared the process.

## **HIRING NON-FACULTY ATHLETIC COACHES**

1. The position has been advertised through the applicant tracking system for a minimum of three (3) days and no full-time employee with a teaching license who meets the qualifications required for coaching the specific sport in question in available.
2. Non-faculty coaches and classified employee coaches must complete the NFHS "Fundamentals of Coaching" and "First Aid, Health & Safety for Coaches" courses prior to assuming the position. Coaches who have successfully completed the ASEP Coaches Education course prior to May 15, 2013, will not be required to take the NFHS courses.
3. All coaches are subject to TSSAA Rules and Regulations and Knox County Board of Education policies. They must conduct themselves in a manner becoming of a coach and representative of the school they serve. All coaches are responsible to the principal of his/her school. Coaches must be paid entirely from funds approved by the Knox County Board of Education. No coach shall received more than three (3) supplements.
4. Coaching positions are allocated to each sport under the negotiated contract. All non-faculty coaches must be included in the allocated number and must meet TSSAA requirements. Schools may hire



additional coaches but must indicate how school will pay for the coach. All coaches, including additional coaches, must be paid through Knox County Schools.

5. Up to five (5) years of coaching experience at the interscholastic, college, or professional level shall be considered for the purpose of supplements.
6. A criminal history verification and a fingerprint sample are required. The applicant is responsible for the cost of the verification and sample. (Additional pre-employment requirements are listed in Administrative Procedure AP-G-290-1.)
7. Coaches may not work with student athletes until all requirements are met. Principal/Athletic Director will be notified when the coach has cleared the process.

Category:	Procedure:	
<b>Human Resources</b>	<b>Hiring Maintenance Personnel</b>	
Descriptor Code:	Issued Date:	Revised Date:
<b>AP-G-290-3</b>	<b>June 1997</b>	<b>January 2009</b>

- 1
- 2 1. Advertise all vacant positions through the Human Resources Department.
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- 4 2. Complete local background check on each applicant.
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- 6 3. Complete local background check on each applicant.
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- 8 4. Recommend applicant to Human Resources Department on Applicants Interviewed Form (HR-119).
- 9
- 10 5. After an offer of employment is made by HR, applicant is sent for fingerprinting and HR completes
- 11 DCS, Child Abuse and Sexual Abuse searches. When cleared, Maintenance will make arrangements
- 12 for the applicant to complete all necessary paperwork, including:
- 13
  - 14 • W-4 form
  - 15 • I-9 Form (employment eligibility verification form). A driver's license or birth certificate or
  - 16 passport and social security card are required to complete this form.
  - 17
  - 18 • Job Description
  - 19
  - 20 • Employee Orientation scheduled (covers Retirement, Medical, Dental, and Life insurance and
  - 21 many other policies are discussed)
  - 22
  - 23 • Authorization Agreement for Automatic Deposit
  - 24
  - 25 • Medical History/Physical Form (to be completed and returned within 30 days)
  - 26
  - 27 • Media and Audio Visual Agreements (signed)
  - 28
- 29 6. Applicant is responsible for the cost of the medical exam, and fingerprinting.
- 30
- 31 7. The employment papers will be forwarded to the Human Resources office for processing.
- 32
- 33 8. All new employees are required to attend employee orientation.
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Category:	Procedure:	
<b>Human Resources</b>	<b>Hiring Custodians</b>	
Descriptor Code:	Issued Date:	Revised Date:
<b>AP-G-290-4</b>	<b>June 1997</b>	<b>January 2009</b>

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1. All custodians begin employment as a substitute unless they have been directly transferred from another department. To begin as a substitute custodian, an applicant must complete a classified application and turn it into the Human Resources Department for processing. The Human Resources Department will verify the information on the application, including but not limited to completing a local background check.
2. Once an application has been cleared by the Human Resources Department, it will be forwarded to the Operations Department. Operations will set up interviews with the applicants.
3. After an applicant has been cleared by the Operations Department, Human Resources will arrange with the candidate a time to report to the Human Resources Department to complete employment processing documentation/forms.
4. A substitute may be assigned to work for an individual who is out due to illness, vacation, leave, or that has resigned or retired from the system. If there is a problem with a substitute, please call the Operations Office at 594-3774 or let the custodial foreman know about the problem.
5. After a position has been advertised, the Human Resources Office will send a list of names who have applied for the open position. Please give an interview to everyone on the list. Fill out the "Applicants Interviewed" sheet, HR-119 form. This form needs to be filled out even if none of the applicants are chosen for the open position. If no one is selected, state "none" where it asks for applicant recommended for position.
6. Human Resources will notify Operations when an individual has been recommended for a regular position. Operations will contact the individual to fill out paperwork. The individual will have to complete the following forms:
  - Job Description (signed)
  - Employee Orientation scheduled (covers Retirement, Medical, Dental, and Life Insurance and many policies are discussed)
  - Life Insurance Forms
  - Medical History/Physical Form (to be completed and returned within 30 days)
7. Applicant is responsible for the cost of the medical exam, TB test, and fingerprint and criminal history verification.
8. All new employees are required to attend employee orientation.

Category:	Procedure:	
<b>Human Resources</b>	<b>Hiring Food Service Employees</b>	
Descriptor Code:	Issued Date:	Revised Date:
<b>AP-G-290-5</b>	<b>June 1997</b>	<b>January 2009</b>

1. All food service employees begin employment as a substitute unless they have been directly transferred from another department. To begin as a substitute, an applicant must complete a classified application on-line from the Knox County Schools web site. The Human Resources Department will process the application, including but not limited to completing a security check.
2. Once an applicant has been cleared by the Human Resources Department, the Food Service Department may set up interviews with the applicants. After an applicant has successfully completed all security checks, including but not limited to, a fingerprint and criminal history verification record, the applicant will complete "paperwork" to be forwarded to the Human Resources Department. Applicant will not begin working until Human Resources has received the criminal history results report and has cleared applicant for employment. Applicant is responsible for the cost of the fingerprint and criminal history check. Employment papers needed include:
  - W-4 form
  - I-9 Form (employment eligibility verification form)
  - Legible copy of driver's license and social security card
  - Authorization Agreement for Automatic Deposit
  - Medical/Physical Form (to be completed and returned within 30 days). Applicant is responsible for the cost of medical exam.
3. After the applicant has been cleared by Human Resources and the appropriate paperwork is completed, the Food Service Department will send the individual to a school cafeteria as a substitute. A substitute may be assigned to work for an individual who is out due to illness, vacation, leave, or that has resigned or retired from the system. If there is a problem with a substitute, please call the Food Service Department.
4. After a position has been advertised, the Human Resources Office will send a list of applicants for the open position. Please give an interview to everyone on the list. Fill out the "Applicants Interviewed" sheet, HR-119 form. This form needs to be filled out even if none of the applicants are chosen for the open position. If no one is selected, state "none" where it asks for applicant recommended for position.
5. Human Resources will notify Food Service when an individual has accepted a regular position. Food Service will contact the individual to fill out paperwork. The individual will be scheduled for a Benefits Orientation meeting.
6. All new employees are required to attend employee orientation.

Category:	Procedure:	
<b>Human Resources</b>	<b>Hiring Instructional Assistants</b>	
Descriptor Code:	Issued Date:	Revised Date:
<b>AP-G-290-6</b>	<b>June 1997</b>	<b>January 2009</b>

- 1
- 2 1. To apply for a position as an instructional assistant, an applicant must complete a classified
- 3 application and it will be processed by Human Resources Department. Applicants must have a
- 4 high school education or a high school equivalency diploma or be highly qualified for all Title I
- 5 schools.
- 6
- 7 2. The Human Resources Department will verify the information on the application, including but not
- 8 limited to completing a local background check.
- 9
- 10 3. Once it is determined that a position is vacant, let the Human Resources know who is leaving the
- 11 position and the reason the individual left so that the appropriate paperwork can be completed. If
- 12 the person is resigning his/her position, have the employee complete the Resignation Form (HR-
- 13 147) and submit/fax to the Human Resources Department.
- 14
- 15 4. If there is an individual that an administrator or supervisor wants to consider for the position, please
- 16 call 594-2984 and make sure the individual has been cleared to be interviewed.
- 17
- 18 5. If the position is a special education position, check with appropriate supervisor to insure the
- 19 applicant has also been cleared by that department.
- 20
- 21 6. After the interviews have been completed for the position, fill out the "Applicants Interviewed"
- 22 HR-119 form and return it to the Human Resources Department.
- 23
- 24 7. If the individual chosen is filling a Special Education or Title I position, the recommendation HR-
- 25 119 must be sent to the department. They will complete a HR-134 or HR-115 and send to the
- 26 Human Resources Department.
- 27
- 28 8. Once the HR-119, HR-135, or HR-115 form is received by the Human Resources Department,
- 29 Human Resources will contact the individual to offer him/her a job and set up a time to fill out
- 30 the employee paperwork. An applicant must bring proof of a high school education or a high
- 31 school equivalency diploma or college transcript to the Human Resources office before he/she can
- 32 begin work.
- 33
- 34 9. An individual that is not currently working for Knox County Schools will have to complete the
- 35 following paperwork and complete the noted employment prerequisites.
- 36 W-4 form
- 37 I-9 Form (employment eligibility verification form). Driver's license or birth
- 38 certificate or passport and social security card are required to complete
- 39 this form.
- 40 Media/Audiovisual Guidelines (signature required)
- 41 Authorization Agreement for Automatic Deposit
- 42 Medical History/Physical Form (to be completed and returned within 30 days)

Fingerprinting/Background Screening and HR completes DCS, Child Abuse  
and Sexual Abuse searches  
Drug Test in compliance with Drug-Free Workplace Policy  
Employee Orientation scheduled (covers Retirement, Medical, Dental, and  
Life Insurance and many policies discussed)

10. Applicant is responsible for the cost of the medical exam, drug test, and fingerprinting.

11. Applicant will not begin work until fingerprint results have been received at the HR Department.

12. All new employees are required to attend employee orientation conducted by the Benefits Office.

Category:	Procedure:	
<b>Human Resources</b>	<b>Hiring Secretaries</b>	
Descriptor Code:	Issued Date:	Revised Date:
<b>AP-G-290-7</b>	<b>June 1997</b>	<b>January 2009</b>

- 1
- 2 1. Advertise all vacant positions through the Human Resources Department.
- 3
- 4 2. Review on-line applications of interested candidates and complete the interview process. All
- 5 current Knox County Schools employees who submit an application must be interview, including
- 6 substitutes.
- 7
- 8 3. Recommend applicant to Human Resources Department on a Classified HR-119 Form.
- 9
- 10 4. An offer of employment is extended by the Human Resources Supervisor or designee. Candidate
- 11 is scheduled to come to the Human Resources Department to complete employment documentation
- 12 as follows:
- 13 W-4 form
- 14 I-9 Form (employment eligibility verification form). Driver's license or birth
- 15 certificate or passport and social security card are required to complete this form.
- 16 Legible copy of employee's social security card and driver license
- 17 Authorization Agreement for Automatic Deposit
- 18 Job Description (signature required)
- 19 Medical/Physical Form (to be completed and returned within 30 days)
- 20 Media/Audiovisual Guidelines (signature required)
- 21 Fingerprint and Criminal History Verification Record. Applicant may not begin working until
- 22 Human Resources has received the criminal history results reports and has cleared
- 23 applicant for employment.
- 24 Drug Test in compliance with Drug-Free Workplace Policy
- 25
- 26 5. Applicant is responsible for the cost of the medical exam, drug test, and fingerprint and criminal
- 27 history verification.
- 28
- 29 6. All new employees are required to attend employee orientation. Meeting is scheduled.
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Category:	Procedure:	
<b>Human Resources</b>	<b>Hiring Non-Faculty Athletic Coaches</b>	
Descriptor Code:	Issued Date:	Revised Date:
<b>AP-G-290-8</b>	<b>June 1997</b>	<b>January 2009</b>

- 1
- 2     1. One of the following will apply to all coaches:
- 3     2.
- 4       A. Full-time employee of the Board of Education with a Tennessee State teaching license or the
- 5       equivalent.
- 6       B. Retired Educator: Five or more years' experience in education with a valid Tennessee State
- 7       teaching license or the equivalent at the time of retirement and not full-time employee of a
- 8       school or school system.
- 9       C. Non-Faculty: Anyone approved by the Principal, Superintendent, and/or local Board of
- 10      Education in the normal course of employment procedures in accordance with applicable State
- 11      law.
- 12
- 13   2. The position has been advertised and no full-time employee with a teaching license who meets the
- 14      qualifications required for coaching the specific sport in question is available.
- 15
- 16   3. All head coaches in football, basketball, softball, and track must be full-time employees or a retired
- 17      educator.
- 18
- 19   4. All non-faculty coaches (see item 1.C. above) must complete A.S.E.P. Coaches Education Program
- 20      in a T.S.S.A.A. approved course within two years of his/her employment and must attend the
- 21      T.S.S.A.A. Coaches Training Session within the first year of his/her employment.
- 22
- 23   5. In using non-faculty coaches as an assistant, a school shall be limited to a total of three coaches
- 24      in football and two coaches in other sports. These individuals may be assistant coaches in football,
- 25      basketball, baseball, softball, and track and either head coaches or assistant coaches in all other
- 26      sports.
- 27
- 28   6. All coaches are subject to T.S.S.A.A. Rules and Regulations and Knox County Board of Education
- 29      policies. They must conduct themselves in a manner becoming of a coach and representative of
- 30      the school they serve. All coaches are responsible to the principal of his/her school. Coaches must
- 31      be paid entirely from funds approved by the Knox County Board of Education. No coach shall
- 32      receive more than three (3) supplements.
- 33
- 34   7. Coaching positions are allocated to each sport under the negotiated contract. All non-faculty
- 35      coaches must be included in the allocated number and must meet TSSAA requirements. No other
- 36      paid coaches outside the allocated numbers allowed.
- 37
- 38   8. Up to five years of coaching experience at the interscholastic, college or professional level shall
- 39      be considered for the purpose of supplements.
- 40
- 41   9. A criminal history verification and a finger print sample are required. The applicant is responsible
- for the cost.



Category:	Procedure:	
<b>Human Resources</b>	<b>Tuition Assistance</b>	
Descriptor Code:	Issued Date:	Revised Date:
<b>AP-G-320</b>	<b>May 2008</b>	<b>January 2009</b>

The procedures and application are broad guidelines developed by Knox County Schools Human Resources Department to assist with implementation and organizational decisions. The procedures detailed therein are an attempt to address how the program guidelines should be applied. It is not possible to address every situation or circumstance under these guidelines; therefore, the administration reserves the right to make decisions regarding this benefit on a case by case basis. Knox County Schools will make every effort to ensure that all employees are treated fairly and equitably. Please contact the Human Resources Department regarding any questions about the Tuition Assistance Program.

**To receive tuition assistance, employees should follow the procedures outlined therein:**

- To be considered for tuition assistance, the employee must first submit a **Request for Tuition Assistance Application** and provide information about the course(s) for which he/she would like to receive assistance.
- The Executive Director of Human Resources and the Human Resources supervisors will review all requests submitted before the established deadline. HR will advise the employee when a decision has been made.
- Upon completion of the course(s), the employee must complete a **Request for Tuition Reimbursement form**, including appropriate signatures, as well as receipts and evidence of passing grade(s) attached.
- The Human Resources Department will then coordinate the reimbursement with the Compensation Department.

**Additional Information**

Payment of tuition of course work taken becomes the responsibility of the employee if the employee:

- Receives a grade of C, D, F, or I
- Drops or withdraws from an approved course after tuition deadline
- Terminates employment during the semester
- Changes an approved course to an audit.

Knox County Schools will not pay for the employee to retake the course(s).

Course(s) must be taken outside of employee normal work schedule.

Travel or commuting expenses are not covered under this policy.

In the event that payment of the course becomes the responsibility of the employee, payment can be made by personal check. If requirements of this program are not met, a payroll deduction is, by this agreement, authorized to satisfy a tuition debt. It is understood that the debt may be paid through the Payroll Department. If this is not done in a timely manner, specifically within one (1) year, a payroll deduction is herewith authorized to be processed for the amount of indebtedness against the employee's paycheck.

1 The request for tuition reimbursement is contingent upon the availability of funds and will be approved  
2 based on the number of employees applying for assistance. If funds are not available at the time the  
3 request is submitted, the indebtedness of the course remains the responsibility of the employee.  
4

5 Payment for any course will not exceed the amount as set forth in this agreement.  
6

7 Failure to comply with the tuition assistance program may influence future decisions concerning such  
8 tuition reimbursement.  
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10 Any questions or comments should be directed to the Human Resources Department.  
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# A d m i n i s t r a t i v e P r o c e d u r e

Category:	Procedure:	
<b>Human Resources</b>	<b>Tenure</b>	
Descriptor Code:	Issued Date:	Revised Date:
<b>AP-G-330</b>	<b>July 2021</b>	

1  
2 Employees who are eligible for tenure pursuant to Knox County Board of Education Policy G-330 and  
3 Tennessee Code Annotated § 49-5-501 will be presented to the Board of Education for approval.  
4  
5 The list of employees eligible for tenure will be posted as an attachment to the agenda of a Board of  
6 Education meeting. If an employee believes they are eligible for tenure and their name has not been  
7 submitted to the Board of Education for approval, the employee must complete a Tenure Inquiry Form  
8 (Form HR-\_\_\_\_) within thirty (30) days of publication to the Human Resources Department. The Human  
9 Resources Department will review the Tenure Inquiry Form and provide a response to the employee within  
10 fifteen (15) business days.  
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Category:	Procedure:	
<b>Human Resources</b>	<b>Non-Tenure</b>	
Descriptor Code:	Issued Date:	Revised Date:
<b>AP-G-331</b>	<b>February 2016</b>	<b>July 2021</b>

## INTRODUCTION

Principal recommendations play an important part in determining whether non-tenured teachers are offered re-employment or “non-renewed” at the end of the school year. As each school year begins, principals need to be knowledgeable of state laws and School Board policies and procedures that apply to the non-renewal decision regarding non-tenured teachers.

At the February 2016 Board of Education meeting, the School Board approved the revised **Non-Tenure Policy, G-331**. This policy outlines the expectations for principals prior to making a recommendation to the Director of Schools to non-renew the employment of a non-tenured teacher.

## PROCESS

If a principal has concerns about a non-tenured teacher’s performance, he or she should check the teacher’s current hire status (regular / temporary / interim) with the Department of Human Resources (HR). There is no need to go through the non-renewal process for temporary or interim teachers, whose appointments to their positions automatically expire at the end of the school year. Tenured teachers are not eligible for non-renewal.

When the principal is considering recommending the non-renewal of a non-tenured teacher’s employment agreement, he or she shall comply with all applicable laws and district non-renewal policies and protocols, including this administrative procedure. Any recommendation to non-renew a non-tenured teacher’s employment agreement will be carefully reviewed by the principal’s supervisor, and is subject to the approval of the Director of Schools.

Principals are expected to follow the performance evaluation procedures and timeline for all teachers set forth in the TEAM or TAP evaluation manual. Principals may reference the Tennessee Department of Education evaluation regulations and guidance for information and details regarding specific procedures, timelines, and requirements.

In certain rare circumstances, the Director of Schools may decide not to renew the employment of a non-tenured teacher, pursuant to disciplinary concerns that have been investigated and validated.

## EVIDENCE OF SUPPORT AND ASSISTANCE

The teacher performance evaluation process is an excellent way to help educators continue in their professional growth, and continuously improve their instructional practice. Through the evaluation process, and (as needed) outside of the evaluation process, the principal shall identify and discuss deficiencies with any teacher being considered for non-renewal, and the principal shall provide assistance for overcoming these deficiencies. All issues of concern should be addressed in a timely manner. Principals are expected to provide evidence of communication and documentation of support and assistance they have given

throughout the school year to any teacher they are considering for non-renewal. Detailed documentation of the support and assistance provided should specifically include the issue(s) addressed, concerns, and suggestions for improvement.

Evidence of such support and assistance may include, but not be limited to:

- Explicit growth plans developed through performance evaluations or other means.
- Documented suggestions around areas of refinement within the performance evaluation.
- Written recommendations arising from performance with regard to the professionalism rubric.
- Assignment of an experienced mentor to the teacher when concerns were noted, with clear notification made and expectations of the engagement set.
- Meeting(s) with instructional facilitators (i.e. Master Teacher, Mentor Teacher, Lead Teacher, Literacy Coach, Numeracy Coach, etc.) were held with the teacher to address specific deficiencies.
- Lesson Plans and Grade Book routinely reviewed with written feedback given.
- Teacher encouraged or directed to attend “New Teacher Academy” sessions.
- ILC/ Peer observations / demonstration lessons conducted.
- Workshops, trainings, recommended readings made available to teacher.
- TEAM Institute or other professional development opportunities offered.
- Mid-year conference(s) where concerns are discussed and solutions suggested.
- Written documentation of any conference (conference of concerns, verbal reprimands) held with the teacher to address performance concerns. Use of the Professional Communication Record or other forms to document such conferences.

**TIMELINE FOR NON-RENEWAL DECISION MAKING**

**By the end of January:\***

Principal will have a documented conversation with the teacher in question to discuss deficiencies and suggest actions and support to address and overcome those deficiencies. The documented conversation must specifically state that the employee is being considered for non-renewal.

**By the end of March:**

Principal will have a second documented conversation with the teacher to discuss deficiencies and suggest actions and support to address and overcome those deficiencies. The documented conversation must specifically state that the employee is being considered for non-renewal.

**By the second Monday in May:**

Principal must submit to the Department of Human Resources a list containing the name of any non-tenured teacher being recommended for non-renewal.

**By the third week in May:**

The Director of Schools, Grade Level Executive Directors, and other leadership personnel will meet to review appropriate documentation and justification for non-renewal. Approval of recommendations for non-renewal will be communicated back to principals expeditiously.

**During (or prior to) the last five days of a non-tenured teacher’s contract period:\*\***

Principal must notify teacher in person that their employment will not be renewed for the following school year. While a specific reason for the non-renewal is not necessarily required to be communicated at the time of this meeting, the teacher should be very aware of the underlying concerns and deficiencies documented and communicated throughout the school year, as required in this administrative procedure. The principal

1 and the employee being notified must sign form HR-159 confirming notification of the non-renewal. The  
2 principal may contact their Human Resources Staffing Manager if they would like HR support during this  
3 meeting.  
4

5 **On the first business day following the last teacher contract day:**

6 The Department of Human Resources will follow up with written notice of non-renewal, which will be sent  
7 via certified mail to all impacted teachers.  
8

9 **Guidelines for Potentially Rehiring Non-Tenured, Non-Renewed Teachers**

10 Non-tenured teachers who are non-renewed and who earn an Educator Effectiveness Score of 3 (Meets  
11 Expectations) or above on their most recent performance evaluation may apply to be considered for other  
12 vacant teaching positions for which they are qualified elsewhere in the Knox County Schools. Teachers who  
13 are non-renewed and did not meet expectations on their most recent performance evaluation will not be  
14 considered for continued employment by the Knox County Schools. Unique circumstances may be appealed  
15 to the Director of Schools for consideration.  
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46 \* This will generally be the last week of school, including the last administrative day after the student school year has ended. Principals will  
47 have discretion as to when it makes sense to schedule this in-person meeting before the end of the teacher contract period. In certain  
48 circumstances, the last day of the employment schedule before teachers leave for summer (the administrative day) may be the most  
49 appropriate time for this conference.

Category:	Procedure:	
<b>Human Resources</b>	<b>Filling of Existing Vacancies and Transfers</b>	
Descriptor Code:	Issued Date:	Revised Date:
<b>AP-G-360</b>	<b>June 1997</b>	<b>January 2009</b>

- 1
- 2 1. A list of teachers (transfer roster) requesting a transfer by March 31 to a position in your school or
- 3 department will be provided if a transfer roster is available.
- 4
- 5 2. In the event there are no immediate openings, the principal may or may not conduct interviews of any
- 6 employees requesting a transfer. **HOWEVER, IF A POSITION SHOULD OCCUR WITHIN THE**
- 7 **BUILDING, THE PROCEDURES OUTLINED IN EMPLOYEE-INITIATED TRANSFERS**
- 8 **WILL BE FOLLOWED.**
- 9
- 10 3. Article XVI of the Memorandum of Agreement states that transfer applicants shall be interviewed and
- 11 considered for the position prior to other applicants. "Interview" shall consist of but not be limited to:
- 12 personal, phone, essay, or questionnaire-oral or written.
- 13
- 14 4. You should document your interviews or interview attempts with the individuals from your roster on an
- 15 "Applicants Interviewed Form" (HR-119).
- 16
- 17 5. Let the appropriate Human Resources supervisor know immediately by phone if you recommend a
- 18 transfer applicant for a vacant position. The Human Resources Department will contact the transfer
- 19 applicant.
- 20
- 21 6. The completed "Applicants Interviewed Form" (HR-119), with your recommendation and
- 22 documentation should be forwarded to the appropriate Human Resources supervisor as soon as possible
- 23 (white and canary – keep pink for your records).
- 24
- 25 7. Let the appropriate Human Resources supervisor know immediately by phone if you do not select any
- 26 of the transfer applicants. Return the "Applicants Interviewed Form" (HR-119) with completed
- 27 documentation and "no recommendation" noted at the bottom of the page (keep pink for your records).
- 28
- 29 8. If a list of transfer applicants is not available for the vacant position, access the Searchsoft Applicant
- 30 Tracking System for available candidates.
- 31
- 32 9. Suggested response to an applicant: "I'll be making a recommendation to the Human Resources
- 33 Department for the position after all applicants have been considered. The recommended applicant will
- 34 be contacted at the appropriate time."
- 35
- 36 10. The Human Resources Department will notify each transfer applicant or new applicant of his/her
- 37 selection for the position. Several factors could affect the final recommendation (i.e. budget constraints,
- 38 administrative transfers, racial impact, etc.).
- 39
- 40 11. An "Applicants Interviewed Form" (HR-119) should be completed with interview documentation for
- 41 each position and sent to the appropriate Human Resources supervisor (keep pink for your records).
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12. Positions occurring during a school year will be filled from the existing applicant pool.
13. Teachers are paid monthly. Payroll cutoff is the 5th day of each month, however a recommendation must be received no later than the 1st in order to allow necessary time for processing.



Category:	Procedure:	
<b>Human Resources</b>	<b>Administrative Leave or Suspension or Reassignment of an Employee Pending Investigation</b>	
Descriptor Code:	Issued Date:	Revised Date:
<b>AP-G-370</b>	<b>December 2010</b>	<b>July 2021</b>

Periodically it becomes necessary to remove an employee from the employee's worksite for a period of time in order to review or investigate an incident that has occurred or an allegation that has been made. The mechanism generally used to accomplish this action is to place the employee on administrative leave or administrative suspension either with or without pay. The administration of the Knox County Schools will adhere to the following procedures when acting to place an employee in an administrative leave or suspension status.

1. When the Human Resources Department receives an allegation about an employee that warrants notifying the Department of Children's Services (DCS), the employee, with approval of the Director of Schools or the Director's designee, may be placed on administrative leave or suspension with or without pay pending an investigation into the matter.
2. If an allegation is founded or substantiated, the employee shall notify Knox County Schools through the Executive Director of Human Resources within two (2) business days. If the Knox County Schools administration receives notification (written, electronic, or telephonic) from DCS or the employee that an allegation is founded, the employee will be placed on administrative suspension without pay pursuant to the actions specified in Board of Education Policy G-370. This status will remain in effect throughout the DCS appeal process, if applicable.
3. If the employee elects to appeal the decision of the DCS and the decision is overturned by DCS, the employee will be compensated for the time the employee was on administrative suspension without pay up to the date Knox County Schools receives notification of the overturned decision based on the appeal process.
4. If the employee elects to appeal the DCS decision and the decision is not overturned, the employee will remain on administrative suspension without pay. At this point in time, the Knox County School System Administration will begin the process for termination of employment.

Based on the nature of the incident or allegation, and after reviewing other pertinent information, the Director of Schools or the Director's designee may opt administratively to reassign an employee to a temporary position pending completion of an investigation or review of the incident or allegation.

Temporary reassignments will be made only to positions outside of schools where the individual does not have contact with students, and to positions where the employee is under immediate and direct supervision.

Employees under administrative leave or suspension are not to be on school property or at any school related function. Job responsibilities assigned to employees under administrative leave or suspension with pay are at the discretion of the Knox County School administration. Employees on administrative leave or suspension with pay are to be available during normal school hours and must be able to be contacted during that time.

Category:	Procedure:	
<b>Human Resources</b>	<b>Determining Reasonable Accommodations</b>	
Descriptor Code:	Issued Date:	Revised Date:
<b>AP-G-420-1</b>	<b>June 1997</b>	<b>July 2021</b>

- 1
- 2 1. Employee meets with direct supervisor to request job accommodation based on disability.
- 3
- 4 2. Direct supervisor contacts ADA Coordinator to determine if the Americans with Disabilities Act (ADA)
- 5 applies and what if any reasonable accommodations need to be made.
- 6
- 7 3. Employee signs a release to physician for medical information.
- 8
- 9 4. Knox County Schools sends copy of job description to physician with request for information regarding
- 10 physician's assessment of ability to perform essential components of job and limitations.
- 11
- 12 5. Physician completes Form HR-155 outlining employee's limitations and ability to perform essential
- 13 components of job.
- 14
- 15 6. A meeting will be held to discuss any requests for accommodations. The meeting should include essential
- 16 staff members such as HR supervisor, Instructional Supervisor, School Nurse, Principal, ADA
- 17 Coordinator or any other appropriate employee.
- 18
- 19 7. Team works together to determine accommodations that can be reasonably made. The team may consult
- 20 with the Equal Employment Opportunity Commission (EEOC) and the Job Accommodation Network for
- 21 assistance in developing individualized accommodations. The ADA Coordinator or Human Resources
- 22 Supervisor will document any accommodations made.
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- 24 8. Team meets at regular intervals, if needed, to reevaluate appropriateness of accommodations.
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Category:	Procedure:	
<b>Human Resources</b>	<b>Work Schedule of Custodians</b>	
Descriptor Code:	Issued Date:	Revised Date:
<b>AP-G-420-2</b>	<b>June 1997</b>	

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Morning custodians report on the early shift as assigned by the principal and custodial foreman. They are to make sure the building is opened, cleaned and ready to receive students. The evening custodians report to work as scheduled by the principal and custodial foreman. Every custodian shall be assigned an area of responsibility. The afternoon shift shall be responsible to lock doors as assigned by the principal and to turn on/off the security system. See GCBC for additional custodial duties. Every custodian is to take two fifteen-minute breaks. These breaks are to be assigned by the principal and head custodian.

Category:	Procedure:	
<b>Human Resources</b>	<b>Administrative Leave</b>	
Descriptor Code:	Issued Date:	Revised Date:
<b>AP-G-460</b>	<b>June 1997</b>	<b>September 2003</b>

- 1
- 2 1. An employee must give the Superintendent one week's written notice for a leave to be approved.
- 3
- 4 2. An employee must fill out and submit a Leave Request form (BO-157) to the Superintendent for approval.
- 5
- 6 3. Form BO-157 must be submitted even if the leave is with or without pay.
- 7
- 8 4. Administrative Leave may be used for the purpose of recruitment, serving on a board or commission of
- 9 the state, to work for the state Department of Education, an appointment made by the Governor or General
- 10 Assembly, or other event granted by the Superintendent.
- 11
- 12 5. Such a leave does not count against accumulated leave credit.
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Category:	Procedure:	
<b>Human Resources</b>	<b>Sick Leave</b>	
Descriptor Code:	Issued Date:	Revised Date:
<b>AP-G-461</b>	<b>June 1997</b>	<b>July 2021</b>

**SICK LEAVE**

1. Sick leave may be taken for personal illness, accidents, death or illness of immediate family member, to include wife, husband, parents, grandparents, children, grandchildren, brothers, sisters, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law.
2. An employee absent for five (5) consecutive working days shall submit a doctor's statement verifying illness or injury of the employee or the immediate family. The initial doctor's statement may be written for up to fifteen (15) consecutive working days. After the initial 15-day period, the employee must submit FMLA paperwork from the doctor using Forms HR-104A and HR-104B for a leave of absence. A leave of absence may be issued for up to one full school year (or one contract year).
3. Signatures must be obtained and forms/copies submitted as indicated.
4. The supervisor will notify the Human Resources Department if a staff member is absent beyond the limit of his/her accumulated sick leave or if a staff member is out for more than fifteen (15) consecutive working days (with or without a doctor's statement).

**SICK LEAVE REMAINING UPON RETIREMENT**

Individuals actively employed by the Knox County Board of Education at the time of their retirement will receive a bonus of either sixty dollars (\$60.00) per day for all accumulated, unused, earned sick days;

OR

If the employee gives at least a one hundred (100) calendar day notice of retirement, the employee will receive one hundred dollars (\$100.00) per day for all accumulated, unused, earned sick leave days. For employees retiring at the end of the first semester, they may notify the system by September 1 of that school year, or the next working day if September 1 is on a weekend or holiday, to receive the one hundred dollar (\$100.00) per day bonus. Employees retiring at the end of the school year may notify the system by February 1 of that year, or the next working day if February 1 is on a weekend or holiday, to receive the one hundred dollar (\$100.00) per day bonus. Written notification at least one hundred (100) calendar days prior to retiring OR notification by September 1 or February 1, qualifies the individual for the one hundred dollars (\$100.00) bonus per day for unused, earned sick days. The maximum benefit for any individual shall be one (1) year of salary at the time of retirement.

NOTE: One day for each month employed during the school year shall be accumulated for employees for an unlimited number of days. Sick leave for maternity purposes may be taken during the period of physical disability only. Upon verification by written statement from an adoption agency or other entity handling an adoption, a teacher may also be allowed to use up to thirty (30) days of accumulated sick leave for adoption of a child. If both adoptive parents are teachers, only one (1) parent is entitled to leave under this subsection.

Category:	Procedure:	
<b>Human Resources</b>	<b>Personal and Professional Leave</b>	
Descriptor Code:	Issued Date:	Revised Date:
<b>AP-G-462</b>	<b>June 1997</b>	<b>September 2003</b>

**PERSONAL LEAVE**

1. An employee must give his/her supervisor a one day written notice for leave to be approved except in the case of an emergency.
2. The employee may use this type of leave in an emergency.
3. An employee must fill out a Leave Request form (BO-157) and submit to the immediate supervisor for approval.
4. The Absence Form (BO-158) must be submitted if the leave is with or without pay.

**PROFESSIONAL LEAVE**

1. Professional leave may be used for the purpose of workshops, school business, meetings relating to school business which meet during daytime hours, or serving on Boards or Commissions.
2. Requests shall be submitted to the principal at least five (5) days prior to requested leave of absence.
3. The Absence Form (BO-158) must be submitted if the leave is with or without pay.
4. Professional Leave is available to certificated staff.

Category:	Procedure:	
<b>Human Resources</b>	<b>Education Leave</b>	
Descriptor Code:	Issued Date:	Revised Date:
<b>AP-G-463-1</b>	<b>June 1997</b>	<b>September 2003</b>

- 1
- 2 1. A full-time certified employee who is returning to school for the purpose of educational improvement
- 3 must submit to his/her supervisor within thirty (30) days a written request for leave without pay. This is
- 4 only available to tenured teachers.
- 5
- 6 2. The request for leave must include a description or course of study from the attending university or
- 7 college. Leave will be for full time advanced study in an accredited college or university in a field related
- 8 to one's position in Knox County School System.
- 9
- 10 3. The supervisor will submit the request on an Unpaid Leave of Absence Form (HR-104) and the course
- 11 of study to the Human Resources Department.
- 12
- 13 4. Documentation (transcript) will be required after the completion of the program.
- 14
- 15 5. Upon return, the teacher shall verify that he/she was classified as a full-time student while on leave.
- 16
- 17 6. Education Leave will be granted on a full-time basis only.
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Category:	Procedure:	
<b>Human Resources</b>	<b>Child Care and Maternity Leave</b>	
Descriptor Code:	Issued Date:	Revised Date:
<b>AP-G-463-2</b>	<b>June 1997</b>	<b>July 2021</b>

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1. An employee may take a child care leave. The child must be under the age of two and proof of age may be required.
2. An employee may take maternity leave. The request must include a doctor's statement giving a description of the leave and the specific date(s) of the duration.
3. The request must be in writing on an Unpaid Leave of Absence Form (HR-104A) at least thirty (30) days prior to the leave and submitted to his/her supervisor. The doctor's statement should be included with the request on Form HR-104B.
4. The employee must submit Forms HR-104A and HR 104B to the Human Resources Department.
5. Leave and leave extensions shall not exceed a total of two consecutive years.
6. Sick leave may be used during physical disability only as determined by the physician.



Category:	Procedure:	
<b>Human Resources</b>	<b>Administrative Leave Without Pay</b>	
Descriptor Code:	Issued Date:	Revised Date:
<b>AP-G-463-3</b>	<b>August 2013</b>	<b>July 2021</b>

From time to time it may become necessary for employees to be away from work for reasons not addressed by the specific forms of leave granted under the various Board of Education policies governing leaves and employee absences. In these instances, an employee may request the Director of Schools grant administrative leave without pay (ALW/OP).

The Director of Schools as well as all supervisory personnel in the ALW/OP review and approval process will consider the requests on a case by case basis based on the circumstances and the merits of the justification. Generally, ALW/OP is not appropriate for discretionary absences over which the employee has some control. It is most appropriate for situations in which the employee has personal, legal or family obligations that leave little other recourse than to be absent from work.

ALW/OP is not an alternative form of personal or vacation days, and it will not be treated as such. For example, it would be appropriate to request ALW/OP to care for a parent, attend a child's wedding, graduation, or other significant family event or to appear in court for a matter not related to an individual's responsibilities with the Knox County Schools. It would not be appropriate to request ALW/OP, vacations or recreational activities, business trips with spouses, mission trips or other elective types of absences.

An employee must fill out and submit a Leave Request Form (BO-157) for approval. Requests for ALW/OP will originate with the school administrator or, in the case of personnel assigned to central office or system-wide duties, the first director in individual's supervisory chain.

1. For school-based staff, the request and review process will initiate with the school principal and include the appropriate grade level director.
2. For Central Office and system-wide staff, the review process will initiate with the first director in the supervisory chain and include the appropriate assistant superintendent.
3. The Director of Schools is the final approval authority for all ALW/OP requests and will be the final step in the review and approval process. However, any principal or supervisor in the approval chain may disapprove the request and it will go no further.

All requests for ALW/OP must include a detailed justification in the notes field provided in the electronic request. Requests without justification will not be considered.

Employees should not make travel arrangements or commitments prior to having an approved leave. Absences without approved leave, may subject an employee to disciplinary action.

Any approved ALW/OP does not count against accumulated leave credit.

Category:	Procedure:	
<b>Human Resources</b>	<b>Long Term Leave of Absence</b>	
Descriptor Code:	Issued Date:	Revised Date:
<b>AP-G-463-4</b>	<b>July 1995</b>	<b>October 2008</b>

Employees in regular, temporary, or interim positions shall be granted leave without pay for military service, legislative service, maternity, adoption, recuperation of health or visitation of a spouse, child or parent deployed for military duty out of the country who has been granted rest and recuperation leave and educational improvements or other sufficient reason without loss of accumulated leave credits, tenure status, or other fringe benefits. Leave to visit a spouse, child or parent deployed for military duty out of the country, who has been granted rest and recuperation leave, shall be granted for no longer than ten (10) days. All leaves shall be requested in writing at least thirty (30) days in advance on forms provided by the Director of Schools. The 30-day notice may be waived or reduced by the Director of Schools upon submission of a certified statement by a physician.

The application for leave forms shall require:

1. A description of the type of leave requested;
2. The requested dates for beginning and ending the leave; and
3. A statement of intent to return to the position from which leave is granted.

Each request must be acted upon by the Director of Schools. Each applicant shall be notified in writing of the Director of Schools' action. All leaves, except military leave, shall be from a specific date to a specific date. However, any leave may be extended by the Director of Schools upon written request from the employee. The maximum period for a leave of absence is two continuous years. At the conclusion of two continuous years of leave, employee must immediately report back to work for a period of no less than one term to be eligible for an additional two continuous years under the leave without pay category. If you do not immediately return to work upon the expiration of two continuous years of leave, coverage is terminated and COBRA eligibility will not apply. The procedure and condition for extending a leave are the same as those used when originally requesting and granting the leave. However, military leave shall be granted for whatever period may be required.

Positions vacated for less than twelve (12) months by employees on leave shall be filled with an interim employee while the employee is on leave. If the employee returns from leave within 12 months, the interim employee shall relinquish the position. If the leave exceeds twelve (12) months, the employee shall be placed in the same or a comparable position upon return.

Any employee on leave shall notify the Director of Schools at least thirty (30) days prior to the date of return if the employee does not intend to return to the position from which he is on leave. Failure to give such notice shall be considered breach of contract.

**PAY AND BENEFITS**

All leave granted in conformance with this policy shall be without pay. If the individual qualifies for Family and Medical Leave (FMLA), this leave will run concurrently with FMLA leave for up to a maximum of twelve weeks. During the period of FMLA Knox County will pay the Board share of the insurance premium(s). After FMLA is exhausted or if the individual is not eligible for FMLA, the employee is

responsible for the total premiums in order to continue life, health-dental benefits; otherwise, benefits cease to exist. If the employee participates in a supplemental policy, the employee must make arrangements with the company to continue the benefit. FMLA leave is not available to individuals taking leave without pay for military service, legislative service or educational leave.

Category:	Procedure:	
<b>Human Resources</b>	<b>Substitute Teachers</b>	
Descriptor Code:	Issued Date:	Revised Date:
<b>AP-G-470</b>	<b>June 1997</b>	<b>July 2021</b>

- 1
- 2 1. Substitute teachers are those teachers used to replace teachers on leave or to fill short term vacancies.
- 3 All substitute teaches shall be employed and paid by the board.
- 4
- 5 2. Each principal shall be provided names of all authorized and endorsed substitute teachers.
- 6
- 7 3. The principal shall secure a qualified substitute teacher.
- 8
- 9 4. Substitute teachers shall assume the same responsibilities as the regular teacher, including bus duty and
- 10 playground supervision, when necessary. Substitute teachers shall have the same classroom authority
- 11 as regular teachers with the exception of handling and issuing discipline. All discipline matters should
- 12 be referred to administration.
- 13
- 14 5. When substituting for a regular teacher who has been absent for twenty (20) consecutive days, a
- 15 substitute teacher must possess a valid Tennessee teaching license with endorsement in the discipline(s)
- 16 to be taught. When it is known that a teacher will be out fifteen (15) days, the appropriate Human
- 17 Resource supervisor must be contacted.
- 18
- 19 6. All educational assistants, secretaries, and clerks are approved substitute teachers for use in emergency
- 20 situations. Emergency use shall be defined as less than a full day due to the regular or substitute teacher
- 21 being unable to arrive on time or remain for the full day.
- 22
- 23 7. All substitute teachers will be given a substitute handbook and are required to attend orientation.
- 24 Additional guidelines may be given at each school which may contain, but shall not be limited to:
- 25 a. Attendance procedures;
- 26 b. Lunchroom schedule and procedures;
- 27 c. Procedures for supervising student behavior;
- 28 d. Names and assignments of regular staff members;
- 29 e. Emergency evacuation procedures; and
- 30 f. Other helpful information particular to the local school.
- 31
- 32 8. Substitutes are required to provide documentation of educational attainment. Examples of such
- 33 documentation would include a high school diploma, transcript, or professional teaching license.
- 34
- 35 9. All substitutes will be required to attend a training/orientation session and non-certified applicants will
- 36 be required to complete the Stedi on-line training course. Substitutes must complete payroll and
- 37 employment documentation forms as required by the Executive Director of Human Resources.
- 38 Applicants must provide all documentation required and complete the orientation before they will be
- 39 processed as a substitute.
- 40
- 41 10. Substitutes who do not work ten (10) days during the school year will be removed from the substitute
- 42 roster for a full year. (This requirement may be pro-rated based on the date of hire.) Substitutes may

resubmit their application and complete the training and background requirements to be reactivated as a substitute.

11. Substitutes who are blocked by five (5) or more schools during a school year will be removed from the substitute roster for a full year. Substitutes may resubmit their application and complete the training and background requirements to be reactivated as a substitute.

12. Substitutes are paid once a month. Payroll cutoff is the 18<sup>th</sup> of each month. If the 18<sup>th</sup> falls on a weekend, payroll cutoff will be the Friday prior to the 18<sup>th</sup> of each month. Substitutes will be paid on the 25<sup>th</sup> of the following month.

13. In compliance with the Knox County Board of Education Drug-Free Workplace Policy G-210, substitutes are required to submit a urinalysis test, complete all security checks, including but not limited to, a fingerprint and criminal history background screening. All costs associated with such testing is at the expense of the applicants. (Drug testing is time sensitive based on the date paperwork is issued to the substitute applicant.)

Category:	Procedure:	
<b>Human Resources</b>	<b>Evaluation of Classified Employees</b>	
Descriptor Code:	Issued Date:	Revised Date:
<b>AP-G-510</b>	<b>June 1997</b>	<b>July 2021</b>

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1. All newly hired non-certified employees shall be evaluated each year for the first three (3) years. After three (3) years of employment, pending satisfactory evaluations, these employees will be placed on an evaluation cycle to be evaluated once every five (5) years. However, the principal, supervisor or employee may request an evaluation in any given year.
2. Evaluations shall be completed and returned to the Human Resources office no later than the last week of April each year.

Category:	Procedure:	
<b>Human Resources</b>	<b>Dismissal of Classified Personnel</b>	
Descriptor Code:	Issued Date:	Revised Date:
<b>AP-G-520</b>	<b>July 2021</b>	

## INTRODUCTION

Principals and supervisor recommendations play an important part in determining whether classified employees are not recommended for continued employment at the end of the school year. As each school year begins, principals and supervisors need to be knowledgeable of state laws and School Board policies and procedures that apply to the decision regarding classified employees.

## PROCESS

When the principal or supervisor is considering not recommending continued employment of a classified employee, the principal or supervisor shall comply with all applicable laws and district non-renewal policies and protocols, including this administrative procedure. Any recommendation to not continue the employment of a classified employee is subject to the approval of the Director of Schools.

## EVIDENCE OF SUPPORT AND ASSISTANCE

Through the evaluation process, and as needed outside of the evaluation process, the principal or supervisor shall identify and discuss deficiencies with any classified employee for which they are considering not recommending continued employment, and the principal shall provide assistance and recommendations for overcoming these deficiencies. All issues of concern should be addressed in a timely manner. Principals and supervisors are expected to provide evidence of communication and documentation of support and assistance they have given throughout the school year to any classified employee for which they are considering a recommendation of not continuing employment.

Category:	Procedure:	
<b>Human Resources</b>	<b>Time Schedules of Classified Personnel</b>	
Descriptor Code:	Issued Date:	Revised Date:
<b>AP-G-570</b>	<b>June 1997</b>	<b>May 2008</b>

Refer to policy G-570.

The school system shall comply with Wage and Hour Regulations as administered by the U.S. Department of Labor. Actual hours worked are to be reported by each employee. No employee shall be at the job location unless so directed by the immediate supervisor.

### **WORK SCHEDULES**

A work week is a regularly recurring period of 168 consecutive hours. The standard work week for Knox County Schools employees shall begin at 12:01 a.m. Sunday and end at 12:00 midnight on the following Saturday. Maintenance, security, and operations personnel shall have a work week that begins at 12:01 a.m. Wednesday and ends at 12:00 midnight on the following Tuesday.

Supervisors shall prepare a daily work schedule both for school and non-school months. The daily schedule includes the time to begin work, lunch time and ending time.

Each employee is required to work according to his schedule unless there is an emergency. When an emergency arises, the immediate supervisor shall be notified as soon as possible.

All authorized overtime or time-on-the-job-location not within the scheduled time must be approved by the immediate supervisor before the overtime occurs.

### **TIME RECORDS REQUIRED**

Each employee covered by the Wage and Hour Law shall keep a time record of actual hours worked. At the end of each reporting period, employees shall turn in time records to their immediate supervisor for approval. All time records will be forwarded to the payroll office for calculations.

### **LUNCH PERIODS**

All employees covered by the Wage and Hour Law must have at least thirty (30) minute lunch period without pay. During this scheduled lunch period, the employee shall be relieved of all duties of any nature.

### **EMPLOYEE CERTIFICATION THAT POLICY AND REGULATIONS HAVE BEEN READ**

New employees shall be furnished a copy of this policy. Each employee shall read this policy or have it read to him and shall certify that the policy has been read and understood. A copy of this certification must be on file before the first check is issued to a new employee.



**EMPLOYEES NOT COVERED BY WAGE AND HOUR LAW**

All employees are covered by the Wage and Hour Law except:

1. Students who work an hour or less per day;
2. Volunteer workers other than regular employees; and
3. Those set forth in the Fair Labor Standards Act as executives, administrative employees and professional (to include all certified personnel).

Category:	Procedure:	
Instructional Goals and Objectives	<b>Family Life Instruction</b>	
Descriptor Code:	Issued Date:	Revised Date:
<b>AP-I-110</b>	<b>August 2011</b>	

The Tennessee Code Annotated (TCA) provides for Local Education Agencies (LEAs) to deliver the Family Life Curriculum in either of two ways: through a locally devised and implemented program<sup>1</sup> or through the state developed program<sup>2</sup>. The Knox County Schools implements a locally devised program that adheres to the state curricular requirements and therefore is governed by Chapter 6 Part 1301 of Title 49.

Given the sensitive nature of the material covered in the human sexuality components of the state-mandated middle and high school health and wellness curriculum, only Knox County Schools staff and Knox County Health Department personnel will deliver this important and delicate curricular material.

The Knox County Schools instructional supervisors are responsible for ensuring the proper implementation of the family life curriculum and for regularly observing instruction and reviewing and evaluating the instruction with teachers. Teachers' instructional practices will be assessed through the annual teacher evaluation. Additionally, curriculum and instruction supervisory personnel will annually review best instructional practices and parent notification requirements associated with the family life curriculum with all faculty members who teach this curriculum.

School administrators will provide time associated with open house activities for faculty members who teach the family life curriculum to meet with interested parents to discuss the curriculum and to respond to any questions or concerns the parents may present. Teachers will provide a written summary of these information sessions to the school principal and the Assistant Superintendent of Curriculum and Instruction for any action that may be appropriate.

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Legal References:

1. T.C.A. § 49-6-1301.
2. T.C.A. § 49-6-1302.

Category:	Procedure:	
Instructional Goals and Objectives	<b>Academic Acceleration in Grades K-8</b>	
Descriptor Code:	Issued Date:	Revised Date:
<b>AP-I-123</b>	<b>April 2025</b>	

## TIMELINE

In grades Kindergarten through 8<sup>th</sup> grade, the window to be considered for acceleration for the next school year is April 1-30. All requests should be made in writing and submitted to the student's school during to this time. This allows data to be collected and reviewed before the end of the current academic year. There will not be considerations for grade-level or course acceleration after the April request window, unless a student is a transfer student from a different school district or state. The request window ensures KCS has proper staffing, scheduling, and planning to accommodate acceleration.

After the request for acceleration has been received, the school team will begin the S-Team process.

## S-TEAM PROCESS

Prior to the initial S-Team complete the following steps:

- If a parent requests acceleration to another grade level, for the entire grade level or subject, open and schedule an S-Team within 10 days.
- Send home the parent referral for the S-Team.
- The school team does not have to wait for the referral to be completed to schedule the S-Team.
- Gather academic data for the student including screening data, benchmark data, student work samples, transcripts, etc.
- Convene a team of relevant stakeholders that are able to contribute valuable insights to the discussion. This team should include the following, but is not limited to: general education teachers, school administrators, parents, regional content facilitator, content area supervisors, and GT coach.

During the initial S-Team complete the following steps:

- Administrator will work with the parent to articulate the reason for the requested accelerated coursework or grade level.
- The administrator will describe opportunities for differentiation including enrichment opportunities within the current course and/or grade level.
- Administrator will explain the need for data collection prior to making a final determination and convey the data timeline to parents.

After the initial S-Team complete the following steps:

- The school will administer assessments to determine grade-level content mastery. Schools should contact the specific content area supervisor for assessments. Content supervisors will support schools with assessment evaluation guidelines and provide additional examination of the data and results of the assessment. Based on the data results, content supervisors will support schools in making a recommendation.
- The school will hold a second S-Team meeting to review the results of the data collected and inform parents of data results and the school's recommendation.

#### **Not a candidate:**

- If the data reviewed does not warrant a full grade level acceleration (all or just one subject), review the data in detail. Discuss how this compares to grade-level peers.
  - If the student will not be considered for acceleration, develop a plan of action to address the student's individual needs.

#### **Potential candidate:**

- If the data reviewed does potentially warrant a full grade level acceleration (all or just one subject), review the data in detail. Discuss how this compares to grade-level peers.
  - The team should create a plan of action designed to provide enrichment and complex material. The support should target areas where assessment data identifies a need for enrichment.
  - The detailed action plan will cite the subject, resources, and support the teacher will receive for the student.
  - After implementing the enrichment plan and collecting data, the team should reconvene to discuss:
    - Did the enrichment resources provide a challenging experience for the student?
    - If the team decides there is a need for additional enrichment, the team should review with the parent the assessments that will be given to the student.

#### **ASSESSMENT DATA**

A comprehensive review of assessment data will take place prior to any decision related to a student's potential for acceleration. This will include but is not limited to; content-specific data, state-wide assessment data, and curriculum-based assessments. Transcripts from accredited homeschools or online public schools may also be considered in addition to the pertinent student data points.

#### **ACCELERATION DETERMINATION**

- If the student will be attending a course or entering a grade level ahead of their peers (decision to accelerate was granted) the **current** school should notify the receiving school of the student.

- If the student's acceleration causes them to need a course that is not offered at their base school (Ex: 5th grader who will take 6th grade honors) the **current** school should reach out to the school counselor to inform them of the student.
- The **receiving** school should ensure the student is enrolled in the appropriate course.
- The S-Team should identify any potential scheduling conflicts and communicate with the parent.
- When possible, both schools should work together to plan a schedule that allows for a smooth transition for the student.
- The receiving school should ensure the student is enrolled in the appropriate class within the current Student Information System.
- The receiving school should coordinate TCAP or state testing for the student in that subject area and communicate to all stakeholders.
- If the student is an elementary school student, the GT Coach will do frequent checks on the student.
- At the end of the school year, district staff (GT Coach or Content Facilitator) will connect the stakeholders needed to discuss the following year's placement.

*Note: If at any point the parent/guardian requests an evaluation for IG (intellectually gifted) the team should contact the school psychologist to arrange permission to assess. The use of this process may not be used to delay or deny the provision of a full and individual evaluation to a child suspected of having a disability.*

Category:	Procedure:	
Instructional Goals and Objectives	<b>Senior Classification</b>	
Descriptor Code:	Issued Date:	Revised Date:
<b>AP-I-133</b>	<b>May 2016</b>	<b>March 2022</b>

## KNOX COUNTY'S EQUALIZATION FORMULA FOR DETERMINING VALEDICTORIAN AND SALUTATORIAN

This formula prevents any student from either gaining an advantage or being penalized for the number of high school courses completed. This formula prorates the regular courses in such a way that the number of credits completed is equivalent for all students competing for the Valedictorian and Salutatorian positions, while retaining the quality points for all Advanced Placement (AP), International Baccalaureate (IB), dual enrollment, National Industry Certification (NIC), and honors courses. This formula considers all course weighting and bonus points for AP, IB, dual enrollment, Statewide Dual Credit, National Industry Certification, and honors courses in its calculation. All grades included on the high school transcript shall be used in this calculation.

Students in middle school who successfully complete a course and the End-of-Course (EOC) exam in a class taught using the high school curriculum standards will earn high school credit and have that credit placed on the student's high school transcript.

**The Knox County Equalization Formula** will be applied to the seventh semester grades for all students who are competing for the Valedictorian and Salutatorian positions. The top two GradePoint Averages after application of the equalization formula will earn Valedictorian and Salutatorian respectively.

$$\frac{\begin{array}{l} \text{AP, IB Dual Enrollment,} \\ \text{Statewide Dual Credit, and} \\ \text{National Industry} \\ \text{Certification Quality Points} \\ \text{(including the bonus points)} \end{array} + \begin{array}{l} \text{Honors Quality} \\ \text{Points (Including} \\ \text{the bonus half} \\ \text{points)} \end{array} + \begin{array}{l} \text{Regular} \\ \text{Quality} \\ \text{Points} \end{array} * \left[ \frac{28 - (\text{Number of AP, IB,} \right. \\ \left. \text{Dual Enrollment, Statewide Dual} \right. \\ \left. \text{Credit, Honors, and National} \right. \\ \left. \text{Industry Certification Courses)} \right]}{28} = \text{GPA}$$

### WHEN TO PERFORM THIS CALCULATION

Schools will use the grades from the final marking period at the end of Semester 1. In the case where students are enrolled in year-long courses, (After the 7<sup>th</sup> semester, schools should apply both bonus points and quality points to the semester grades as if that were the final grade for the year.) The number of attempted credits should also be counted as if they were the final credits for the year.

### CALCULATION OF THE TOP 10%

This ranking is generated by the student information system, (weighted GPA) as Decile 1 at the end of the 7<sup>th</sup> semester.

During the Spring Semester of each year a common date will be provided for all high schools to publicly release the Valedictorian, Salutatorian and top decile "Upper 10%."

## EXPLANATION OF KNOX COUNTY EQUALIZATION FORMULA

A problem occurs when a student in the running for these awards does not have the same number of credits as the rest of his or her peers. The majority of students will have completed seven semesters with four units of credit for 28 credits. If a student has an additional credit, like Driver's Ed from a summer, the effect is a diminishing of that student's grade point average. Fewer courses lead to an expansion of the GPA.

### Scenario 1

Student P has 28 credits that are all A's. Four are from AP courses with their additional grade points and six are from honors courses with their additional half points.  $GPA = (4*5 + 6*4.5 + 18*4)/28 = 4.25$

Student Q has the same grades as student P with an additional regular course where an A was also earned.  $GPA = (4*5 + 6*4.5 + 19*4)/29 = 4.241$

Student R has the same grades as student P, but transferred in from a traditional schedule after R's freshman year with two fewer regular course A's but the same number of AP and honors course.  $GPA = (4*5 + 6*4.5 + 16*4)/26 = 4.269$

**What we see is that when the number of AP and honors courses is identical, the number of regular courses has an effect on the GPA.**

### A SOLUTION

It has been suggested that GPA be calculated using just quality points. However, if a student equivalent to student P above took an extra regular class and received a D, that student would have more quality points due to the number of classes taken.

In an effort to not penalize honor students who have gone beyond expectations, it was determined to retain the quality points for all of the AP and honors courses while prorating the regular courses in such a way that the number of credits would be equivalent. Using this process, students Q and R would end up with the same GPA as student P.

### Scenario 2

As before, student P has 28 credits that are all A's. Four are from AP courses with their additional grade points and six are from honors courses with their additional half points.  $GPA = (4*5 + 6*4.5 + 18*4)/28 = 4.25$

Student S has 29 credits that are all A's. Five are from AP courses with their additional grade point and six are from honors courses with their additional half point.  $GPA = (5*5 + 6*4.5 + 18*4)/28 = 4.286$

Student T has the same grades as student P with an additional honors course where an A was also earned.  $GPA = (4*5 + 7*4.5 + 18*4)/28 = 4.268$

Student U transferred in from a traditional schedule and only has 26 credits. Four of these are AP classes with A grades, eight of them are honors classes with A grades, and the remaining 14 are regular classes with A grades.  $GPA = (4*5 + 8*4.5 + 14*4)/28 = 4.286$

We see that students S and U are tied. This is because their AP and honors quality points are the same. They took the most rigorous courses and were rewarded accordingly. These examples were simplified by using all A's, but the concept remains the same for any combination of grades. When the number of courses is not 28, the AP and honors courses are kept intact while the regular courses are prorated.



Category:	Procedure:	
Instructional Goals and Objectives	<b>Special Education</b>	
Descriptor Code:	Issued Date:	Revised Date:
<b>AP-I-160</b>	<b>June 1997</b>	

- 1
- 2 Knox County Schools
- 3 The Special Educator Handbook
- 4 (*July 1996, 265 pages*)
- 5
- 6 Knox County Schools
- 7 An Administrator's Guide to Discipline Under 504 and IDEA
- 8 (*1995, 48 pages*)
- 9
- 10 Knox County Schools
- 11 Department of Pupil Personnel Handbook on the Use and Description of Forms
- 12 (*1996, 435 pages*)
- 13
- 14 Tennessee State Department of Education
- 15 Special Education Compliance Manual
- 16 (*1993, 175 pages*)
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Category:	Procedure:	
Instructional Goals and Objectives	Interscholastic Athletics	
Descriptor Code:	Issued Date:	Revised Date:
AP-I-171-1	June 1997	

- 1
  - 2 Refer to policy. Principal responsible for implementation.
  - 3
  - 4 Knox County Schools, Administrative Guidelines for Athletics Programs Gender Equity, 1997. Refer to
  - 5 Athletic Director.
  - 6
  - 7 Knox County Schools, Criteria for Cheerleaders, Pom Pom Squads and Dance Teams Selection and
  - 8 Participation, April, 1996. Refer to Athletic Director.
  - 9
  - 10 Knox County Schools, Middle School Basketball Regulations.
  - 11
  - 12 Knox County Schools, Middle School Track and Field Regulations.
  - 13
  - 14 Knox County Schools, Interscholastic Athletics Schedule Report, CI-193.
  - 15
  - 16 Knox County Schools, Assignments for Band, Cheerleading, and Coaching, CI-188A and CI-188B.
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  - 18 Knox County Schools, Middle School Coaching Assignments, CI-139.
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Category:	Procedure:	
Instructional Goals and Objectives	<b>Homeschool Student Participation in Interscholastic Athletics</b>	
Descriptor Code:	Issued Date:	Revised Date:
<b>AP-I-171-2</b>	<b>August 2011</b>	<b>March 2014</b>

## GENERAL

The Tennessee Secondary School Athletic Association (TSSAA) bylaws and Knox County Board of Education Policy I-171-1 (Interscholastic Athletics) permit home school students registered with the Knox County Schools in grades 6-12 to participate on interscholastic athletic teams provided that the students meet all criteria for participation established by the TSSAA, and their participation does not preclude the participation of any student enrolled in the Knox County Schools who is otherwise eligible.

The Board policy affects only those athletic activities that are sanctioned by the TSSAA. Properly registered homeschool students will receive appropriate consideration for athletic participation based on the TSSAA bylaws and Board of Education policy I-171. Home school students may only be considered for participation on athletic teams fielded by their zoned high school. Students may not be considered for participation on the athletic teams of schools for which their residential address is not zoned.

Homeschool students may participate on Knox County Schools athletic teams only after all Knox County Schools students who express an interest in participation have been provided the opportunity to participate. The practical effect is that teams with a roster cap or where cuts are made to determine membership may not permit a homeschool student to participate if an enrolled Knox County Schools student is cut in the selection process or is unable to participate due to the roster cap.

All TSSAA and Knox County Schools conditions of participation apply to all current and prospective athletes as well as the local rules and conditions established by each principal and team coach. The home school athlete must adhere to the same standards of behavior, responsibility, performance, and code of conduct as other team participants.

Board Policy I-171 and TSSAA rules give a homeschool athlete the opportunity to stand for membership on a school's athletic team. No student is guaranteed participation, but only the opportunity to try out or stand for membership on the team, subject to the other provisions of TSSAA and policy IDFA.

## PROCEDURES AND RESPONSIBILITIES

Schools administrators and team coaches are responsible for ensuring that a prospective home school athlete is not permitted to participate on interscholastic athletic teams unless and until the athlete is properly registered with the Knox County Schools. The Knox County Schools supervisor responsible for homeschool oversight will verify registration upon request from school administrators. Specifically, the student shall be enrolled in a home school study program in compliance with Section 49-6-3050(b)(1) of the Tennessee Code and be registered with the Superintendent of Schools by August 1<sup>st</sup> of the school year in which participation is desired. The parent or guardian must also make application to the principal of the school in which the home school athlete wishes to participate not later than August 15<sup>th</sup> of school year in which participation is desired.

The home school athlete shall meet the same academic standards required of enrolled student athletes to participate in the athletic program. The school principal shall obtain homeschool student academic performance

information in writing from the instructor of record and provide eligibility reports to the TSSAA as required under that organization's bylaws.

Participation fees imposed under Board Policy I-171 will be collected by the school and remitted to the Knox County Schools finance office prior to any participation in athletic activities by the homeschool student.

Category:	Procedure:	
Instructional Goals and Objectives	<b>Concussion Guidelines</b>	
Descriptor Code:	Issued Date:	Revised Date:
<b>AP-I-171-3</b>	<b>February 2014</b>	

A concussion is a traumatic brain injury caused by a direct or indirect blow to the head. In order to ensure the safety of students that participate in interscholastic athletics, it is imperative that student athletes, coaches, school administrators and parents/guardians are educated about the nature and treatment of sports related concussions. Knox County Schools recognizes that a concussion can be a serious health concern and should be treated according to the recommendations set forth by the Tennessee Department of Health.

Knox County Schools abides by the guidelines and other pertinent information and forms developed by the Tennessee Department of Health. These guidelines and/or information will be utilized to inform and educate student athletes, coaches, school administrators and parents/guardians about the nature, risk and symptoms of a concussion and head injury, including continuing to play after a concussion or head injury.

These guidelines shall govern all activities and those individuals involved in those activities which constitute an organized athletic game or competition against another team or in practice or preparation for an organized game or competition.

#### **REQUIRED TRAINING**

1. The Knox County Schools Athletic Director shall ensure that each school athletic director; coaches (including non-faculty and club sports coaches) annually complete the “Concussion in Sports – What You Need to Know” online course. This course may be viewed at [www.nffhslearn.com](http://www.nffhslearn.com).
2. A concussion and head injury information sheet must be signed by each coach (including non-faculty and club sport coaches) and athletic director on an annual basis.
3. School administrators will distribute a “Concussion and Head Injury” information sheet prior to the initiation of practice or competition to all student athletes and their parent (s)/guardian (s) for review. This form must be signed and returned by the student athlete to their athletic director and/or coach.
4. All completed documentation of the concussion recognition training, head safety education course program, signed parental concussion form and the head injury information sheets shall maintained for a period of three (3) years.

#### **REMOVAL FROM ATHLETICS**

1. Any student exhibiting signs/symptoms and/or behaviors consistent with a concussion during an athletic activity or competition shall be immediately removed for evaluation by a licensed healthcare professional, coach or other designated individuals.
2. The Centers for Disease Control concussion signs/symptoms checklist must be used by the school teams’ medical provider or other designated personnel in making a determination as to whether the athlete is exhibiting signs/symptoms or behaviors consistent with a concussion.

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2 3. A student athlete presenting with symptoms of a concussion cannot participate in any supervised team  
3 activities involving physical exertion to include games, competitions or practices until he/she is  
4 evaluated by and received written clearance on the "Tennessee Concussion Return to Play Form" from  
5 a licensed healthcare provider (medical doctor, osteopathic physician or a clinical neuropsychologist)  
6 with concussion training. A copy of this form must be kept on file at the school.  
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Category:	Procedure:	
Instructional Goals and Objectives	<b>Interscholastic Sports Examination</b>	
Descriptor Code:	Issued Date:	Revised Date:
<b>AP-I-172</b>	<b>January 2009</b>	

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In Tennessee, every child entering school for the first time is required to have a physical examination. A doctor of medicine, osteopathic physician, physician assistant, certified nurse practitioner, or a properly trained public health nurse shall perform this examination.

No child shall be admitted to school without proof of immunization except those who are exempt by statute as provided in T.C.A. 49-6-5001.

The Knox County Board of Education requires that every athlete in the **7th and 9th** grade receive a complete health maintenance exam (also known as an **EPSDT** screen) prior to participation in sports.

Only athletes in the 7th and 9th grade will be required to have a health maintenance exam prior to playing sports. The health maintenance exam is a broad exam that includes a thorough history, a physical exam, screening for hearing and vision, laboratory tests, immunizations, and age-appropriate education. The health maintenance exam also covers all the items needed so that athletes can be cleared for participation in sports. These exams are different from sports physicals.

Category:	Procedure:	
Instructional Goals and Objectives	<b>Organization for Instruction</b>	
Descriptor Code:	Issued Date:	Revised Date:
<b>AP-I-190</b>	<b>June 1997</b>	

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Knox County Schools, High School Program of Studies (pink book), and System-wide Curriculum for Elementary and Middle Schools, Grades K - 8 (blue book). Instruction Department.



Category:	Procedure:	
Instructional Goals and Objectives	<b>Selection of Instructional Materials other than Textbooks</b>	
Descriptor Code:	Issued Date:	Revised Date:
<b>AP-I-211</b>	<b>August 2013</b>	<b>April 2025</b>

## GUIDING PRINCIPLES

Teachers are held accountable for implementing state-approved high-quality instructional materials as the core to the instructional content as outlined in T.C.A. § 49-6-2206. Teachers, school administrators, and instructional supervisors/specialists will collaborate to select appropriate high-quality instructional materials for content areas in which high-quality instructional materials are not outlined by the Tennessee Department of Education. Such materials could include (but are not limited to) books, magazines, newspapers, journals, and video, audio, digital, and web resources.

Decisions around additional instructional materials are most effectively made at the point closest to their impact, i.e. at the school, classroom, or individual student level. Recognizing it is not feasible nor desirable at the district level to develop an exhaustive list of approved resources for every school need, teachers, instructional supervisors/specialists, and administrators will be expected to use professional judgment as well as established review criteria when selecting instructional materials for each usage case. It is expected that educators consult with content area support staff as needed during the planning process.

## MATERIALS USAGE CASES

Instructional materials, in addition to the HQIM in the adopted curriculum, may be used in a variety of ways that are suitable for and consistent with the educational mission of the school. The usage case should be considered when selecting instructional materials, as some materials are more suitable for some purposes than others.

- **Supplements for direct instruction:** Educators may select additional high-quality materials to support their adopted curriculum when a need for supplementation is revealed during the course of instruction and formative assessment. These decisions should be driven by the core actions in the Instructional Practice Guide for the content area. Any supplemental texts should serve to support students in accessing the rigorous grade-level texts and tasks of their core instructional content. In content areas where high-quality instructional materials (HQIM) are in use through state adopted materials, supplemental materials may not replace the HQIM; instead, the supplemental materials may be utilized in addition to the HQIM.
- **Audiovisual works:** Any audiovisual content selected to supplement classroom instruction should be reviewed using the same criteria and process as textual content. Audiovisual materials will only be shown in teacher-guided activities as part of regular instruction, in ways allowed under U.S. copyright law, as outlined in Knox County Schools Administrative Procedure AP-I-231 "Use of Copyrighted Materials in Educational Settings."
- **Independent choice reading:** The school day may include a wide variety of times that are not spent in direct instruction, including early completion of assigned tasks, class or activity transitions, before or

after school periods, etc. Educators may promote independent choice reading during any time that is not dedicated to direct instruction, including materials that are made available to students for their individual perusal and selection, rather than directly assigned. Materials made available for independent choice reading through school library or classroom library collections must comply with the Age Appropriate Materials Act, T.C.A. § 49-6-3803, with additional guidance outlined in Knox County Schools Administrative Procedure AP-I-241 "School Library Collection Development."

- Special events, summer reading, and school-wide reading lists: Teacher and school administrators who approve special events, summer reading lists, and/or school-wide reading assignments (i.e. school-wide, SLC, or advisory book study) should ensure that any potentially sensitive instructional materials will be reviewed through the IMA process.

## INSTRUCTIONAL MATERIALS ASSESSMENT

The Instructional Materials Assessment (IMA) process will use the criteria listed below, as well as the attached form and protocol, to review and select materials that will be assigned to students. For instructional materials that include potentially sensitive content, the IMA documentation must be reviewed and approved by the school principal or his/her designee prior to their assignment. The school principal will be responsible and accountable for ensuring that the IMA process is consistently utilized to assess potentially sensitive content.

Teachers will read any written materials and/or carefully preview any non-written materials prior to their assignment. Teachers should use the following criteria along with professional judgment when reviewing instructional materials for classroom use. These criteria are not intended to be used as a checklist; depending on the specifics of the materials usage case, a given material may not meet every point below. However, the preponderance of evidence should support the selection decision in its usage context.

### General Criteria for Selection:

- Educational purpose (as defined by the Tennessee State Academic Standards)
- Contribution the subject matter makes to the curriculum and to the interests of the students
- Appropriateness to social, emotional, and intellectual level of intended audience
- Measures of complexity: Quantitative, Qualitative, and Reader and Task are appropriate for grade-level and time of year
- Favorable reviews found in standard selection sources
- Favorable recommendations based on preview and examination of materials by professional personnel
- Reputation and significance of the author, producer, and publisher
- Validity, currency, and appropriateness of the material
- Contribution each material makes to the breadth of representative viewpoints on controversial issues offered by the materials collection as a whole
- High degree of potential user appeal

- High artistic quality and/or literary style
- Quality and variety of format
- Value commensurate with cost and/or need
- Timeliness or permanence

All materials must be age-appropriate for the student(s) to whom they are assigned or made available. Any instructional materials that include content which might be considered sensitive by parents or students (for example, materials that might contain coarse language, graphic violence, explicit sexual content, illegal use of drugs or alcohol, acutely illicit activity, malicious denigration of religious beliefs, and/or extremist inducements) must be assessed and approved at the school level using the IMA process prior to being assigned. If there is any question as to whether instructional materials are potentially sensitive, then they should be treated as such.

If such instructional materials are assessed and reviewed at the school level and it is determined that their literary and/or educational value greatly outweighs the concerns over the sensitive material, then the materials may be utilized, but only if clear, timely, and detailed notification is made to students and parents about the sensitive content, and alternative materials are offered and communicated at the time of the assignment. Detailed documentation of the IMA process and review shall be forwarded to the Office of Teaching and Learning well prior to the materials being assigned.

If there is not significant literary and/or educational value to the instructional materials being assessed, or if that value does not outweigh the potentially sensitive content, such instructional materials will not be assigned nor utilized.

## DISCLOSURE OF INSTRUCTIONAL MATERIALS

To the extent possible, materials used during the course of direct instruction as supplements to the adopted HQIM curriculum should be openly disclosed to parents and guardians *sufficiently in advance of their use with students*.

- At the elementary school level, resources and instructional materials selected from outside the curriculum, including selections by guest readers and other special events, should be communicated through appropriate communication channels (for example: classroom newsletters, websites, class pages, etc.).
- At the secondary school level, all resources and instructional materials used during the course of study should be included in the syllabus and posted for students and their parents/guardians through the learning management system. Schools are responsible for ensuring syllabi have been posted. If teachers discover a useful resource after the syllabus has been posted, parents/guardians must be notified via a syllabus addendum at least two weeks before the start of instruction.

Should a learning opportunity (e.g. a current event requiring a video clip) relating specifically to a teacher's curriculum unexpectedly arise during the course of study, the teacher is expected to use professional judgment along with the established selection criteria to determine the appropriate use with students. If the instructional material in question contains potentially sensitive material, then said materials should not be used until such time as a thorough IMA can be conducted by the teacher, approved by the principal or his/her designee, and communicated to parents through the best available method.

Materials used outside the course of direct instruction, such as those made available for independent choice reading, will be posted online for parents/guardians to access, in accordance with Board of Education Policy I-241 "School Libraries."

- A list of the materials in each school's classroom libraries will be posted on the school website.
- Each school library's open public access catalog (OPAC) will be linked on the school website so that the school library collection may be searched.

Materials used for special events, summer reading, and/or school-wide reading promotions should be reviewed and communicated to parents well in advance of the event or assignments.

Parent notification is not required for the showing of audiovisual works in the following categories, which are disclosed in other ways:

- Materials included in education programs, which have been adopted by the Knox County Board of Education, *i.e.* Character Education and Drug and Violence Prevention.
- Materials provided by the Student Support Services Department specifically for use by school counselors.
- Materials supplied as ancillaries by publishers of Board-approved and adopted textbooks and instructional materials.

## CONCERNS ABOUT SELECTED MATERIALS

In the event that a student, a student's parent or legal guardian, or a school employee has a concern about a material selected for instruction in the student's or employee's school, they may request an alternate assignment for their student. Alternate assignments will receive the same level of instructional and assessment rigor as the primary assignment. Instructional materials prescribed within the established curricula for Advanced Placement, dual enrollment, dual credit, and International Baccalaureate Programme courses are on a post-secondary level and are considered appropriate for this level of academic endeavor. Enrollment in these courses constitutes acceptance of the instructional program. Alternate assignments will not generally be available for this level of coursework.

Feedback on instructional materials will be addressed using the process outlined in Knox County Schools Administrative Procedure AP-I-212 "Reconsideration of Instructional Materials and Textbooks."

Category:	Procedure:	
Instructional Goals and Objectives	<b>Reconsideration of Instructional Materials and Textbooks</b>	
Descriptor Code:	Issued Date:	Revised Date:
<b>AP-I-212</b>	<b>June 1997</b>	<b>April 2025</b>

In accordance with Board of Education Policies I-211 and I-241, there may be questions concerning some instructional and library materials. Parent(s) or legal guardian(s) may request in writing that a student will be required to read a book, use certain materials, or participate in an activity. Schools will make reasonable attempts to resolve these questions informally, through alternate assignments or other mutually agreeable measures. If these measures cannot adequately address the concern, a formal request for reconsideration may be made.

## **SUBMITTING FORMAL REQUESTS FOR RECONSIDERATION**

A student, a student's parent or legal guardian, or a school employee may provide feedback regarding materials in the library collection or another instructional setting of the student's or employee's school. This feedback may be submitted as a formal request for reconsideration through the following steps:

1. The student, student's parent or legal guardian, or school employee will inform their school's Principal of their intent to formally request reconsideration of one (1) or more materials.
2. The Principal will inform the Executive Director of Teaching and Learning, who will in turn notify the Assistant Superintendent of Academics, the Chief of Staff, and the Supervisor of Academic Resources.
3. The Executive Director of Teaching and Learning will contact the complainant, ensure that he or she is aware of the selection procedures for instructional materials and request the complainant to submit a formal "Request for Reconsideration of Instructional Materials" (MC-114A) for each individual material concerned.
4. Upon receipt of the completed MC-114A form, the Executive Director of Teaching and Learning will review it for completeness and adherence to the established procedure.

## **MATERIAL REVIEW PROCESS**

Following review of the written complaint, the Executive Director of Teaching and Learning will contact the Principal of the appropriate school to initiate a review of the material. A determination on the review is to be reported within sixty (60) days of receiving the completed MC-114A form.

Upon being contacted by the Executive Director of Teaching and Learning, the Principal will establish a school-level ad hoc materials review committee to complete a review of the challenged material. The Principal will appoint a committee chair, and ensure the committee includes, as a minimum, one or more member from each of the following categories:

- a. Administrators

- b. Certified school librarians
- c. Classroom teachers
- d. Parents

At the discretion of the Principal as to age and maturity, the review committee may optionally include one or more student members. Informed parental consent should be obtained in writing for student(s) serving on a review committee.

Challenged materials will continue to be available for use during the reconsideration process.

The review committee shall take the following steps after receiving the request for reconsideration and the challenged materials:

1. Read, view and/or listen to the material in its entirety;
2. Check general acceptance of the material by reading recognized and evaluative reviews;
3. Determine the extent to which the material supports the curriculum;
4. Complete the appropriate "Instructional Materials Reconsideration Review" (Form MC-114B) judging the material for its strength and value; and
5. Present a recommendation to the Principal.

The Principal will compile all materials reviewed, the completed MC-114Bs from each committee member, and any other pertinent material generated by the committee. The Principal will submit this information along with a summary memorandum to the Executive Director of Teaching and Learning. The memorandum will summarize the committee's work and present the findings and justification for the recommendation(s) of the committee.

A district review committee comprised of the Executive Director of Teaching and Learning, Supervisor of Academic Resources, and Assistant Superintendent of Academics will review the material for completeness, and thoroughness, adherence to the established administrative procedure, and possible districtwide impact(s). They will then complete the "District Summary Report" (MC-114C) and report the recommendation to the Board of Education at a regularly scheduled meeting. The district's final determination concerning the use of a controversial material shall rest with the Board of Education. The complainant will be provided with written notification of the Board of Education's determination.

## **STATE-LEVEL APPEALS**

If concern cannot be adequately resolved through the district's local reconsideration procedure, it may be referred to the Tennessee Textbook and Instructional Materials Quality Commission<sup>2</sup> for further action in either of two ways:

- a. If a determination is not made within sixty (60) days from the date on which the feedback was formally received, the student, parent/guardian, or school employee who submitted the feedback may request the State Commission to evaluate the material.

- b. After a determination has been made, a student, student's parent or legal guardian, or employee may request to appeal it to the State Commission within five (5) days of the report of determination.

## **LIMITATIONS**

The following limitations are to be observed in the implementation of this procedure:

1. Materials that have already been reviewed by through the process outlined above may be reviewed again after three (3) years of the previous review.
2. Individual students, employees, or parents/guardians may only file no more than two (2) requests for reconsideration within one (1) year timeframe.
3. Individual students, employees, or parents/guardians may request to review only one (1) item with each submission.

Knox County Schools will exercise due diligence to complete all reviews in a timely fashion according to the procedures outlined above. However, reasonable constraints in implementation may occasionally occur, such as insufficient copies of the materials available for review, or staff going off contract before a review is completed. If a delay in the process is experienced or anticipated, clear and timely communication about progress will be issued to the person requesting the review or appeal.

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### References:

1. T.C.A. § 49-6-3803.
2. Tennessee Textbook and Instructional Materials Quality Commission (2023). Retrieved from [https://www.tn.gov/content/dam/tn/education/textbook/commission/TBC\\_Library\\_Guidance\\_Document.pdf](https://www.tn.gov/content/dam/tn/education/textbook/commission/TBC_Library_Guidance_Document.pdf).

Category:	Procedure:	
Instructional Goals and Objectives	<b>Access to Electronic Media</b>	
Descriptor Code:	Issued Date:	Revised Date:
<b>AP-I-220-1</b>	<b>December 1998</b>	

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Refer to policy. Principal responsible for implementation.

Refer to Forms:

1. MC-107 Acceptable Use of Electronic Media Agreement
2. MC-108 Guidelines for Acceptable Use of Electronic Media

See Reference Section.



Category:	Procedure:	
Instructional Goals and Objectives	<b>Acquisition of Technology Resources</b>	
Descriptor Code:	Issued Date:	Revised Date:
<b>AP-I-220-2</b>	<b>September 2001</b>	

## TECHNOLOGY EQUIPMENT SPECIFICATIONS

Technology specifications are provided to guide district and campus administrators in their purchasing decisions regarding new technology. It is the responsibility of the Instructional Technology department and the Information Systems department to establish, review, update, and communicate specifications that provide guidance in the purchase of technology resources.

The current specifications may be found on the Instructional Technology web site. These specifications apply to any and all equipment that becomes a portion of the inventory of Knox County Schools during the fiscal year.

a. Responsibility – All Central Office staff members, site administrators, and Building Level Technology Contacts are expected to reference these specifications prior to purchasing additional technology resources. Questions regarding specifications should be addressed to the Instructional Technology department prior to initiating purchase.

b. Specification Review Procedure – Technology Equipment Specifications will be reviewed a minimum of twice annually. Typically, these reviews will be made prior to the beginning of a new school year and, again, prior to the beginning of the second semester. Adjustments may also be made to the specifications in conjunction with state or local bids that may impact performance or price of the equipment available to schools.

c. Feedback regarding Technology Equipment Specifications – The Instructional Technology department welcomes the opportunity to receive input or to answer questions regarding current or future specifications. Requests for information should be made via e-mail to the Supervisor of Instructional Technology. Feedback is welcomed from any community member; however, anonymous feedback cannot receive appropriate response and may not be considered as valid input.

d. Application of Technology Equipment Specifications – Any equipment, whether purchased with system funds, special project funds, school funds, PTA/PTO/PTSO funds, club-generated funds, new equipment to be donated to the school, etcetera, is required to meet specifications. It is the responsibility of the principal or departmental supervisor to ensure that equipment added to the school inventory meets the current technology equipment guidelines.

e. Exceptions – Exceptions may be sought for extraordinary circumstances. The following procedure should be adhered to when seeking to make purchases that are outside the current technology specifications:

- (1) Prior approval from the Supervisor of Instructional Technology for any purchase that does not meet specifications should be sought and received in writing prior to the purchase of equipment.

(2) Written approval should be kept as a portion of the purchase record to insure the equipment will be supported and serviced.

(3) Unapproved equipment added to the inventory that does not meet Knox County specifications will be considered expendable and therefore, will not be eligible for training, support, or repair.

f. Technology Purchase Approval Process and Guidelines – Requests for the acquisition of technology resources must be approved prior to procurement in accordance with the following guidelines.

## **DEFINITION OF TECHNOLOGY-RELATED PURCHASES**

Technology related purchases are defined as those components that provide a technology resource to a campus or a department. These include but are not limited to the following:

### a. Hardware

- (1) Computers – Workstations, Laptops, Handheld Computers, Graphing Calculators, etc.
- (2) Printing Devices – Laser, Inkjet, or Thermal Printers
- (3) Storage Devices – Any type of device used to store data or apply data to removable media
- (4) Digital Capture Devices – Digital still cameras or digital camcorders, etc.
- (5) Network Devices – Any server or client system that will be attached to the district network
- (6) Audio-Visual Equipment – Televisions, VCR's, presentation systems which will interface with a computer or attach to the district network

### b. Software

- (1) Administrative Applications
- (2) Productivity Applications
- (3) Educational Applications

### c. Components

- (1) Replacement Parts
- (2) Maintenance Parts
- (3) System Upgrades

### d. Services

- (1) Installation Services
- (2) Network Services
- (3) Maintenance or Repair Service

## **SCHOOL PURCHASE APPROVAL OF TECHNOLOGY-RELATED ITEMS**

In accordance with Board of Education policy, technology related purchases in excess of \$2,000 must be submitted to the Board of Education for approval of expenditure. Proposals for technology related purchases must be reviewed and approved by the Supervisor of Instructional Technology prior to being placed on the agenda for Board of Education approval.

a. Rationale – The technology review of school purchases is performed to assure the Board of Education that:

- (1) The purchase meets current technology resource specifications.
- (2) All bids are for functionally equal items.

(3) All technology resources that are deployed are consistent with the campus technology plan.

(4) All technology resources proposed are consistent with the campus platform selection and can be supported in the most effective method.

**b. Process** – All proposals must be submitted to the Assistant Superintendent of Finance on the appropriate form. Letters, faxes, bids, and other documentation may accompany the specified form. More information regarding the approval process may be found in the Purchasing and Approval Guidelines found elsewhere in the procedures manual.

**c. Equipment Standards** – All proposals must meet the current equipment specifications unless accompanied by a written exception approval.

**d. Equipment on State or Local Bid** – Proposals which meet current specifications and are available through local or state term bids do not need further accompanying documentation.

**e. Bid Proposal Approval** – Proposals submitted for Board of Education approval that are not on current local, state or federal term bids must be accompanied by a minimum of (3) written bid proposals for functionally identical products.

(1) All bid documents must be for items of essentially equal specifications. Please refer to the appropriate section of the equipment specification.

(2) The Department of Instructional Technology is available to answer questions or to clarify specifications.

(3) All bids must clearly identify the equipment that is proposed, including brand name, model number, and a delineation of all major features included in the proposal.

(4) Bid documents may not include hand-written amendments.

(5) Purchase of refurbished equipment is strongly discouraged.

(6) All bids must include name, address, phone number, fax number, and contact name to facilitate requests for additional information in regard to the proposal.

**f. Sole Source** – Items may be submitted for approval as “sole source” items. These are items that are available from only the publisher or the manufacturer of the product directly.

(1) Items do not necessarily qualify as “sole source” if they have merely a limited distributorship agreement with the manufacturer. This may be viewed as a restrictive agreement that serves only to maintain a higher price for an item.

(2) A sole source form should accompany the Request for Board Approval.

**g. Schedule for Approvals** – To ensure that an approved proposal reaches the Board of Education in a timely manner, it is strongly encouraged that proposals be sent to the Assistant Superintendent for Finance (ten) 10 working days prior to the Board of Education meeting. This gives all parties the opportunity to respond to concerns that arise without delaying the approval process.

## **CENTRAL OFFICE PURCHASE APPROVAL OF TECHNOLOGY-RELATED ITEMS**

All purchase requisitions that include a technology related purchase as defined above must be reviewed and approved by the Supervisor of Instructional Technology prior to being forwarded to the Knox County Purchasing Department. Technology related purchases include any hardware, software, technology-related peripheral, or maintenance item. Requisitions should be left with the clerk in the Instructional

Technology Office. Every effort will be made to review and approve requisitions within 24 hours. Emergency review may be available; please contact the office in advance.

In accordance with current Finance Department regulations, purchases over \$5,000 should be submitted for bid unless the proposed purchase is on a currently active term bid. Bid information should be included on purchase requisitions.

## **CONTRACT BID ITEMS**

All personnel are encouraged to use current state or local term bids whenever possible. Please remember that most term bid items are issued to derive single unit pricing. Should an office or a site have need of a large quantity of a term bid item, you are encouraged to contact the contract vendor and request a quotation for the desired quantity purchase prior to submitting the requisition for approval.

Purchases over \$5000 that are not currently on term bid should be submitted for bid. The following items will be kept on term bid at all times:

<b><u>Windows</u></b>	<b><u>Apple</u></b>	<b><u>Multimedia</u></b>	<b><u>Technology</u></b>	<b><u>Network</u></b>
<b><u>Hardware</u></b>	<b><u>Hardware</u></b>	<b><u>Devices</u></b>	<b><u>Furniture</u></b>	<b><u>Materials</u></b>
Workstations	Workstations	25" – 36" Stereo TVs	Workstation Tables	Building Cable
Servers	Servers	VCRs	Mobile Computer Carts	Patch Panels & Cables
Laptops	Laptops	VHS Camcorders	A/V Carts	Electronics
Laser Printers	Laser Printers	DVD Players/Rec	Wall / Ceiling TV Mounts	Printer Servers
Inkjet Printers	Inkjet Printers	CD-ROM / CD-RW	Task Chairs	
Monitors	Monitors	Digital Still Cameras		
Peripheral Devices	Peripheral Devices	Digital Video Cameras		

## **DONATION OF USED EQUIPMENT**

The policies and procedures outlined in the Board of Education Policies and Procedures Handbook regarding donated equipment apply to donations of technology resources.

Further, used donated equipment should meet district minimum specifications that are posted on the Instructional Technology web site. Typically, this will indicate the equipment is not more than three or four years old and will remain useful in the classroom for some reasonable period of time. Equipment outside of this recommendation should not be accepted. New equipment must meet the current technology equipment specification.

The Instructional Technology web site will contain information regarding the current threshold for acceptable donations of used computer workstations according to the Knox County Schools specifications. Schools are not obligated to accept donations that do not facilitate the school technology plan, are not compliant with the selected school computing platform, or that may cause the site and/or the district to incur additional costs to make the equipment viable.

## **DOCUMENT AVAILABILITY**

It is expected that vendors, community organizations, or businesses will not attempt to sell, donate, or otherwise provide equipment that does not meet specifications to the school system. A copy of these specifications may be provided to any interested party. Should anyone express a question or concern

1 regarding these specifications, they should be advised to contact the Instructional Technology department  
2 at 594-1726.

3  
4 These specifications will be posted on the Instructional Technology web site. The current version of this  
5 document will also be available from the Department of Instructional Technology in fax or e-mail form, if  
6 requested.

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8 **QUESTIONS REGARDING THESE GUIDELINES**

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10 Questions, comments, or concerns regarding specifications should be addressed to the Instructional  
11 Technology Department of Knox County Schools (Voice 594-1726 or Fax 594-1325).

Category:	Procedure:	
Instructional Goals and Objectives	<b>Use of Technology Resources</b>	
Descriptor Code:	Issued Date:	Revised Date:
<b>AP-I-220-3</b>	<b>September 2001</b>	

## **1. Acceptable Use of Knox County School District Technology Resources**

The Knox County School District provides technology resources to its students and staff for educational and administrative purposes. The goal in providing these resources is to promote educational excellence by facilitating resource sharing, innovation, and communication with the support and supervision of parents, teachers, and support staff. The use of these technology resources is a privilege afforded students and staff and should not be considered a right.

With access to computers and people around the world comes the potential availability of material that may not be considered to be of educational value in the context of the school setting. The employees of Knox County Schools firmly believe that the value of information, interaction, and research capabilities available outweigh the possibility that users may obtain material that is not consistent with the educational goals of the district.

Proper behavior, as it relates to the use of computers, is no different than proper behavior in other aspects of school activities. All users are expected to use the computers and computer networks in a responsible, ethical, and polite manner. This document is intended to clarify those expectations as they apply to computer and network usage.

## **2. Definition of District Resources**

The District's computer systems and networks consist of many configurations of hardware and software. These systems and networks include all of the computer hardware, operating system software, application software, stored text, and data files at any Knox County campus or administrative site and extends to equipment loaned to employees or student for their use at home. This includes all equipment, software, or other technology resources provided regardless of source.

Further, this includes electronic mail, local databases, remotely accessed databases, CD-ROM, optical media, clip art, digital images, digitized information, communications technologies, and new technologies as they become available.

The District reserves the right to monitor all technology resource activity.

## **3. Definition of Acceptable Use**

The District's technology resources will be used only for learning, teaching, and administrative purposes consistent with the District's mission and goals. Commercial use of the District's system is strictly prohibited.

The District will make training available to all users in the proper use of the system and will make copies of acceptable use guidelines available to all users. All training in the use of the District's

system will emphasize the ethical use of this resource. Other issues applicable to acceptable use include:

a. Copyright: All users are expected to follow existing copyright laws, copies of which may be found in each campus library.

b. Supervision and permission: Student use of computer and/or the computer network is only allowed when supervised or granted permission by a staff member.

c. Identity theft: Attempting to log on or logging on to a computer or e-mail system by using another's password is prohibited. Assisting others in violating this procedure by sharing information or passwords is unacceptable.

d. Improper use of any computer or the network is prohibited. This includes the following:

(1) Use of racist, profane, or obscene language or materials

(2) Using the network for financial gain, political or commercial activity

(3) Attempting to or harming equipment, materials or data

(4) Attempting to or sending anonymous messages of any kind

(5) Using the network to access inappropriate material

(6) Knowingly placing a computer virus on a computer or the network

(7) Using the network to provide addresses or other personal information that others may use inappropriately

(8) Accessing of information resources, files, and documents of another user without permission

#### **4. System Access**

Access to District networks systems will be governed as follows:

a. Students will have access to the District's resources for class assignments and research with a staff member's permission and/or supervision.

b. For systems that require password access, staff members with accounts will be required to maintain password confidentiality by not sharing the password with students, staff members, or others.

c. With the approval of the immediate supervisor, district employees will be granted access to appropriate district systems.

d. Any system user identified as a security risk or having violated District Acceptable Use Guidelines may be denied access to the District's system. Other consequences may also be assigned.

#### **5. Maintenance of Local Hard Drives**

All classroom workstations and some administrative workstations allow access to the local hard drive for installing software. This access is enabled so that staff members may preview and deploy software as needed without requiring the assistance of a member of the district technology team or the building technology contact.

This access does not allow or encourage the installation of personal software on district computing systems. In a routine matter of service, it may be necessary to reformat the hard drive of one of the district computing systems. With this in mind, please keep any installation disks in an identified location at your local campus should the need for reinstallation arise. Users are personally responsible for making backups of any data files that are stored on local hard drives.

**6. Vandalism Prohibited**

Any malicious attempt to harm or destroy district equipment or materials, data of another user of the district's system, or any of the agencies or other networks to which the district has access is prohibited. Deliberate attempts to degrade or disrupt system performance may be viewed as violations of district guidelines and, possibly, as criminal activity under applicable state and federal laws. This includes, but is not limited to, the uploading or creating of computer viruses.

**7. Forgery Prohibited**

Forgery or attempted forgery of electronic messages is prohibited. Attempts to read, delete, copy, or modify the electronic mail of other system users or deliberate interference with the ability of other system users to send/receive electronic mail is prohibited.

Forgery or attempted forgery of documents or currency is prohibited. Deliberate attempts to create, copy or modify official documents or currency using district technology resources may be viewed as a violation of district guidelines and, possibly, as criminal activity under applicable state and federal laws.

**8. Information Content/Third Party Supplied Information**

System users and parents/guardians of students with access to district network systems should be aware that the use of the system may provide access to electronic communications systems outside of the district's filtered network system that may contain inaccurate and/or objectionable material. Students bringing prohibited materials into the school's electronic environment will be subject to appropriate disciplinary action and/or revocation of privileges on the district's system. An employee knowingly bringing prohibited materials into the school's electronic environment will be subject to disciplinary action and/or revocation of access to district systems in accordance with district policies.

**9. Computing Platform Selection**

The selection of platforms that are supported in the district is the responsibility of the Technology department. In so much as is possible, Knox County Schools currently supports three instructional computing platforms, Windows, Macintosh, and PalmOS. In addition to these campus platforms the Information Systems Department may support additional administrative platforms.

The selection of the campus computing platform is the responsibility of the school technology committee in accordance with their school technology plan and with the concurrence of the site administrator. No school department, government entity, or other outside organization shall impose equipment on the site that cannot be maintained and supported in a reasonable fashion by the Building Technology Team. It should be assumed that all school departments will select "required" applications that are available on both supported platforms. Training for district mandated software products shall be available on both computing platforms. All equipment deployed at the school site should be able to make use of all appropriate network resources. Schools are encouraged to select systems that can be supported effectively. While any site may elect to attempt to support a mixed platform environment, it has been demonstrated that supporting multiple platforms in a networked environment requires a significantly higher level of expertise and additional time for the support staff. Consequently, technology committees and site administrators are advised as follows:



a. Elementary and middle school sites are strongly encouraged to select a single computing platform for all computing functions.

b. In the high school environment, sites are encouraged to, at a minimum, “departmentalize” their platform selection as much as possible.

## **10. Building Level Technology Contacts**

a. Selection of a Building Level Technology Contact – The principal will serve as or designate a staff member to serve as the primary Building Level Technology contact. The primary BLTC will serve with the approval of the Instructional Technology department. Should the principal elect to delegate the role of BLTC, the principal and the supervisor of Instructional Technology will work cooperatively to select the most appropriate person to serve as the BLTC for the campus.

b. Multiple Building Level Technology Contacts – A principal may elect to share the roles and duties of the BLTC among several staff members. This is encouraged at sites with larger enrollments or higher computer to student ratios.

c. Role of Building Level Technology Contacts – Any person selected for the role of Building Level Technology agrees to perform the following functions at their campus:

- (1) Demonstrate the positive and ethical use of technology resources in the classroom.
- (2) Assist the Instructional Technology and Information Systems departments by communicating procedures, policies, and other operational information to the campus staff.
- (3) Assist the Instructional Technology and Information Systems departments with the training of staff members in regard to hardware use, applications training, and classroom integration.
- (4) Facilitate the inventory of technology related resources as defined in Section 2.
- (5) Provide a first-line of assistance to other staff members in the diagnosis and resolution of minor hardware, software, and network issues.

d. Additional Responsibilities of the Primary Building Level Technology Contact – In addition to the duties and responsibilities defined in Section 10c above, the Primary Building Level Technology Contact will:

- (1) Serve on the Campus Technology Committee. In many cases, the primary BLTC may chair the committee but this is not a procedural requirement.
- (2) Will be responsible for acting as a liaison with the Instructional Technology department and the Information Services department to ensure accurate and appropriate information is disseminated to campus staff members.
- (3) Be available a minimum of two days annually for scheduled BLTC training sessions. The Instructional Technology department will provide substitute teachers on these days if necessary.

e. The building administrator should be sensitive to the fact that the BLTC position is not a paid position. Most of the staff members who elect to serve in the BLTC do so out of interest in technology and

commitment to the integration of technology in the classroom. The following recommendations should be observed in regard to BLTC activities:

- (1) BLTC's should never be interrupted during contact time with students.
- (2) At sites with large inventories of technology resources or high numbers of staff, troubleshooting responsibilities should be shared among several staff members.
- (3) BLTC's should be considered favorably when technology conferences and off-site training opportunities are made available.
- (4) When it is possible, BLTC's should be considered for release time or extended contracts to facilitate the completion of the requests that are made of them by other staff members.

## **11. Technology Equipment Specifications**

Technology specifications are provided to guide district and campus administrators in their purchasing decisions regarding new technology. It is the responsibility of the Instructional Technology department and the Information Systems department to establish, review, update, and communicate specifications that provide guidance in the purchase of technology resources. The current specifications may be found on the Instructional Technology web site. These specifications apply to any and all equipment that becomes a portion of the inventory of Knox County Schools during the fiscal year.

a. Responsibility – All Central Office staff members, site administrators, and Building Level Technology Contacts are expected to reference these specifications prior to purchasing additional technology resources. Questions regarding specifications should be addressed to the Instructional Technology department prior to initiating purchase.

b. Specification Review Procedure – Technology Equipment Specifications will be reviewed a minimum of twice annually. Typically, these reviews will be made prior to the beginning of a new school year and, again, prior to the beginning of the second semester. Adjustments may also be made to the specifications in conjunction with state or local bids that may impact performance or price of the equipment available to schools.

c. Feedback regarding Technology Equipment Specifications – The Instructional Technology department welcomes the opportunity to receive input or to answer questions regarding current or future specifications. Requests for information should be made via e-mail to the Supervisor of Instructional Technology. Feedback is welcomed from any community member, however, anonymous feedback cannot receive appropriate response and may not be considered as valid input.

d. Application of Technology Equipment Specifications – Any equipment, whether purchased with system funds, special project funds, school funds, PTA/PTO/PTSO funds, club-generated funds, new equipment to be donated to the school, etcetera, is required to meet specifications. It is the responsibility of the principal or departmental supervisor to ensure that equipment added to the school inventory meets the current technology equipment guidelines.

e. Exceptions – Exceptions may be sought for extraordinary circumstances. The following procedure should be adhered to when seeking to make purchases that are outside the current technology specifications:

- (1) Prior approval from the Supervisor of Instructional Technology for any purchase that does not meet specifications should be sought and received in writing prior to the purchase of equipment.
- (2) Written approval should be kept as a portion of the purchase record to insure the equipment will be supported and serviced. Unapproved equipment added to the inventory that does not meet Knox County specifications will be considered expendable and therefore, will not be eligible for training, support, or repair.

## **12. Questions Regarding These Guidelines**

Questions, comments, or concerns regarding these guidelines should be addressed to the Instructional Technology Department of Knox County Schools (Voice 594-1726 or Fax 594-1325).

Category:	Procedure:	
<b>Instructional Goals and Objectives</b>	<b>Electronic Mail</b>	
Descriptor Code:	Issued Date:	Revised Date:
<b>AP-I-220-4</b>	<b>September 2001</b>	

E-mail has become one of the most used communications tools in both our constituents' homes and their workplaces. As a portion of Knox County Schools' contract with the recommended contractor for the Tennessee Department of Education, the service provider provides e-mail accounts and services to all employees of Knox County Schools at no charge to the employee. As it is now an integral part of all Knox County School District classrooms and offices, the following guidelines are important to keep in mind.

a. Establishment of Accounts – Each employee is expected to establish an account through the official system and use that e-mail account for official communications. In most cases, a short training session pertaining to the utilization of the e-mail system will be required prior to the issuing of an account.

b. Security Responsibilities –

(1) Usernames and passwords should be protected from unauthorized use at all times. Do not post any of this information where it may be viewed by others.

(2) Usernames and passwords should not be shared among staff members or with students.

(3) Passwords should never be shared via e-mail. All legitimate requests for this type of information must be requested in person.

c. Termination/Revocation of System User Account – The District may suspend or revoke a system user's access to the District's system upon violation of District policy and/or administrative regulations regarding acceptable use. Termination of an employee's account will be effective on the date the principal or department head receives notice of user withdrawal or of revocation of system privileges, or on a future date if so specified.

d. Consequences of Improper Use – Improper or unethical use may result in disciplinary actions consistent with existing Human Resource policies and, if appropriate, other local, state or federal laws. This may also require restitution for costs associated with system restoration, hardware, and software costs.

e. Outside or Personal E-mail Services – E-mail services outside of the system should not be used for official communication.

f. Confidentiality – The software and hardware that provides e-mail capabilities to Knox County Schools' employees have been publicly funded. For that reason, it should not be considered a private, personal form of communication. Although, there is currently no requirement in the state's contract to actively monitor e-mail communications, the contents of any communication of this type should be considered public record. The district would have to abide and cooperate with any legal request by the proper authorities to access e-mail contents.

g. Publication of E-mail Addresses – Since e-mail access is provided as a normal operating tool for employees who require it to perform their jobs, individual staff e-mail addresses must be shared

with interested parents and community members who request to communicate with staff in this fashion. While there is no published district-wide directory of e-mail addresses, each campus and department should post a list of e-mail addresses for their staff on their web site.

h. Timeline for Answering E-mail – Staff should be expected to return e-mail communications to parents or other public members who have a legitimate request within 48 hours whenever possible. Requests from outside agencies for information do not fit into this same category and may be handled with a different timeline or in a manner consistent with previous experience in working with similar requests. Staff should not participate in e-mail surveys without district authorization.

i. Network Etiquette – System users are expected to observe the following network etiquette (sometimes known as “netiquette”):

- (1) Use appropriate language: swearing, vulgarity, ethnic or racial slurs, and any other inflammatory language are prohibited.
- (2) Pretending to be someone else when sending/receiving messages is prohibited.
- (3) Transmitting obscene messages or pictures is prohibited.
- (4) Revealing such personal information as addresses or phone numbers of users or others is prohibited.
- (5) Be polite. For example, messages typed in capital letters are the computer equivalent of shouting and are considered rude.

j. Misaddressed E-mail – Incoming e-mail that is misaddressed will remain “undeliverable”. Our email contractor does not have the resources to personally inspect all messages of this type and forward them to the proper person.

k. Utilization of Correct E-mail Addresses – Please be certain that the correct e-mail address is given to the person who requests contact. Please check school web pages carefully to insure that lists of staff address are correct. The school web page containing staff addresses should also contain a disclaimer that makes the user aware that if an e-mail is not responded to in a 48 hour timeframe, it may have been misaddressed and should be resent.

1. Requests for Confidential Information – Requests for personal information on students or staff members should never be honored via e-mail. It is critical for a personal contact to be made with any individual requesting personal information. This relates particularly to any requests for student grades, discipline, attendance or related information. In addition, security information such as usernames or passwords should not be sent via e-mail for any reason.

m. E-mail Notification – Professionals are advised to turn off your e-mail notifier during student contact time to prevent interruptions. Staff members should set aside time at least once a day to check and respond to e-mail messages.

n. Responding to E-mail – E-mail does not have to be answered immediately, simply allow enough time so that a 48-hour turnaround time can be met in most instances. If it is not reasonable to effectively obtain the answer to a question within the recommended 48-hour turnaround time, it is recommended that the staff member at least respond with a confirmation of receipt of the request.

o. Appropriate Types of Messages – Since e-mail is provided for school business related use, employees are asked not to forward messages that have no educational or professional value. An example would be any number of messages that follow a “chain letter” concept. These messages should be deleted.

p. Utilization of Lists and Groups – List serves will be developed for use within the district to facilitate larger, logical mail groups. The Instructional Technology Department will assist schools in developing

groups to facilitate mass e-mails at the campus level. Users are advised to use these functions appropriately. Do not send messages to the entire staff when only a small group of people actually needs to receive the message. Users are also advised to use care when using the “reply” or “reply to all” function and insure their reply is targeted to the appropriate audience.

q. Attachments – Attachments to e-mail messages should only include data files. At no time should executable code be sent or forwarded via e-mail. This activity may violate software licensing requirements. Further, there exists the possibility that any program files received as attachments over the Internet may include viruses or other destructive capabilities once they are “launched”. Users who receive an attachment of this sort are advised to delete the entire message immediately without saving or looking at the attachment.

r. E-mail Subscriptions – Subscriptions to Internet list serves should be limited to professional or educational digests due to the amount of traffic generated by general subscriptions. Users are encouraged to use their personal e-mail to receive subscriptions of a general interest.

s. Student Accounts – Students will not be issued individual accounts. For projects that involve email communications, the staff member may use their district account as a facilitator of the activity, or, work with the Instructional Technology department to activate a special project account for a limited time. Students’ personal accounts should never be used.

t. Unsolicited E-mail – The Instructional Technology department should be notified if a user receives unsolicited e-mail, particularly if it is of a “hate mail” nature. Every attempt will be made to track down the source of the e-mail and steps will be taken to prevent the user from receiving additional unsolicited e-mail.

u. Disclaimer – The District’s e-mail system is provided on an “as is, as available” basis. The District does not make warranties, whether expressed or implied, including, without limitation, those of fitness for a particular purpose with respect to any services provided by the system and any software contained therein. The District uses a variety of vendor supplied hardware and software and contracts some services. Therefore, the District does not warrant that the functions or services performed will meet the user’s requirements. Neither does the District warrant that the system will be uninterrupted or error-free, nor that defects will be corrected.

Category:	Procedure:	
<b>Instructional Goals and Objectives</b>	<b>File Servers</b>	
Descriptor Code:	Issued Date:	Revised Date:
<b>AP-I-220-5</b>	<b>September 2001</b>	

The Knox County School District provides file servers at both the district and school sites to facilitate curriculum, communication, and the management of data.

### **1. General Information regarding District Server Platforms**

Knox County Schools will establish network server platforms to provide services and disseminate information to district sites and to the community at large.

a. Web Server – The district will provide server space for hosting departmental web sites. The Communications department will have the responsibility for management of the District Web Server. Final decisions regarding information posted to the District Web Server will lie with the Communications Supervisor. The Instructional Technology department will provide direct support for update and maintenance of the District Web Server. To facilitate a consistent point of contact with the district, individual departments should not attempt to establish and maintain individual web servers or establish a web presence through another service provider or agency.

b. File Servers – The district will establish appropriate server platforms for the distribution and communication of approved functions and services. Departments that wish to host applications over the district internet should coordinate services through the Instructional Technology department.

c. Administrative Servers – Servers that provide and maintain administrative services will be deployed, updated, and maintained by the Information System department. These services include but are not limited to Student Information Systems, Food Service Systems, Payroll Systems, and other similar functions.

d. Intranet Servers – Intranet services will be deployed and coordinated by the district network team. Individual departments shall not establish communication systems outside of the district intranet or e-mail system without consultation with the district network team and written approval by the Supervisor of Instructional Technology and the Supervisor of Information Systems.

e. Other Servers – In special circumstances, the decision may be made to establish an additional server presence to manage specialized tasks of limited scope. Examples of this type of server might include departmental servers to handle sensitive, confidential data localized to only one site. These servers should not support district-wide access. The administration and maintenance responsibilities associated with these servers will be defined when the service platform is established.

### **2. General information regarding School Server Platforms**

Each school in Knox County has a minimum of three network servers: a web server, a curriculum server, and a library server. Some sites may house additional servers called lab servers dedicated to a single curriculum area or program function. As suggested by the names, each server is intended to perform a different function.

a. Web Server – There are only two approved uses for the school Web server - hosting the school's official web site, and hosting an internal web site. The primary use of the school's web server is to house the school's official web site. This site should be maintained by a designated staff member who will oversee its update and maintenance.

(1) School Intranet – The Curriculum server will house an intranet web site. This intranet should be the learning grounds for students and teachers to explore web site design.

(2) This site is not to be shared with the general public but serves as an area where the techniques of proper gathering, formatting, evaluation, and presentation of ideas are refined.

(3) Students from different grade levels across different subject areas are encouraged to work together on projects that are then shared through links on this internal site.

More information regarding web services and procedures may be found in the Departmental and School Web Pages Guidelines.

b. Curriculum Server – The Curriculum Server is one of the most important elements in the local area network of each school site. There are two primary functions of the curriculum server:

(1) Network / Site Licensed Curriculum Software – Networkable software should reside on the curriculum server. For example, those schools owning a site/network license for a product such as Classworks should deploy it via the Curriculum server:

(2) Dedicated File Storage Space – The school curriculum server houses instructional network software and serves as a location where instructional material or projects may be stored. The curriculum server provides storage space to house documents created by students and staff so that they are accessible from any computer in the school.

c. Library server – Local library servers perform functions which support and extend media functions at the campus.

(1) Circulation and Catalog System – The school library server should house the school library's catalog and circulation system.

(2) Library Support and Curriculum Systems – The library server may also include Accelerated Reader and other software related to the function or services of the school library. For more information about materials that are appropriate for deployment via the library servers, contact Library Support Services.

d. Lab Servers – Lab servers are units dedicated to the delivery of curriculum and/or management services of limited scope. These will typically be deployed to either facilitate the delivery of a particular program across the site or to facilitate effective dissemination of materials in a laboratory setting. The deployment of Lab Servers must be approved by the Supervisor of Instructional Technology and the deployment coordinated with the Knox County Schools Network Team Leader.

### **3. Electronic Mail Services**

The Knox County School District in cooperation with the State of Tennessee Department of Education provides internet and e-mail services through a state approved contractor. The e-mail system specified above is the official e-mail communications system for the Knox County School District.

a. As long as these services are outsourced, the Knox County School District will not establish or maintain an e-mail server.



- b. Individual departments are not to establish or maintain e-mail servers for the purpose of providing accounts to staff members.
- c. Schools are not to establish or maintain e-mail servers for the purpose of providing accounts for staff members.
- d. The establishment of e-mail servers for the purpose of hosting student e-mail services except student-to-teacher systems included in some integrated curriculum systems is prohibited.
- e. The proposed deployment of any e-mail service must be approved by both the Supervisor of Instructional Technology and the Supervisor of Communications.

More information regarding e-mail may be found in the Knox County Electronic Mail Guidelines.

#### **4. Server Platform**

Servers will be deployed to match the school or departmental workstation selection at the time of deployment. Schools are encouraged to be deliberate in selecting and/or changing computer platforms in that a change in direction may cause a significant reduction of network services if a compatible server platform cannot be deployed.

The Knox County Schools Network Team supports two server platforms. These platforms have been selected to meet the needs of both the Macintosh OS and Microsoft Windows workstation environments. All principals, department heads, and building technology contacts are strongly encouraged to coordinate the purchase of new servers with the Instructional Technology department's Network Team. The following actions may occur should a server be purchased with operating systems not currently supported by the Network Team of the Instructional Technology Department:

- a. The server may be reformatted to a currently supported server operating system.
- b. The server may not be placed on or will be removed from the network.
- c. In extreme circumstances, the server may be removed from the site until such time as a suitable use can be found for the hardware. Exceptions to the above procedure should be sought prior to purchase. If previous approval from the District Network Administrator has not been granted in writing, additional costs for software, installation, or support services may be charged to the department or school responsible for the purchase.

#### **5. Passwords**

Administrator level passwords must be registered with the District Network Administrator for all servers connected to the district network. The District Network Administrator should be notified anytime passwords are changed. Servers without registered passwords will be disconnected from the network.

Category:	Procedure:	
<b>Instructional Goals and Objectives</b>	<b>Web Pages</b>	
Descriptor Code:	Issued Date:	Revised Date:
<b>AP-I-221</b>	<b>December 1998</b>	<b>September 2001</b>

With the introduction of network servers to the school, new possibilities for sharing information and accessing educational resources are available on a wide scale. These are powerful communication tools, and the guidelines contained in this policy are designed to allow the Knox County School System to make efficient and coordinated use of these tools.

**1. General Information** – The school web site should enhance communication between parents, students, staff, and the community, and must adhere to Knox County Board of Education Policy I-221.

## **2. Responsibility**

### a. District Level

(1) The Instructional Technology department will offer training and support for staff members designated to develop and maintain district level web sites within the Knox County School System.

(2) The Communications Supervisor will be responsible for content of the district page and for providing guidance to individual schools concerning the school's web site.

(3) Each department head is responsible for the development and updates of the departmental web site.

(4) The day-to-day execution and oversight of departmental sites may be designated, in writing, to a staff member\* within the department by the department head. A designated representative must be an individual employed by the school district in an administrative, professional or teaching capacity within the department.

(5) New web page files will be posted to the district web server by either the Communications Supervisor or the Instructional Technology department.

### b. School Level

(1) Each school principal is responsible for the development and updates of the school's web site. The Instructional Technology department will offer training and support for staff members designated to develop and maintain sites for their schools.

(2) The day-to-day execution and oversight of this function may be designated, in writing, to an individual staff member\*. A designated representative must be an individual employed by the school district in an administrative, professional or teaching capacity.

(3) Principals or his/her designated representative will approve all content prior to posting to the web site. The principal or their designated representative will be responsible for posting files to the school web server. At no time will files be posted that are submitted directly by students.

(4) Principals are encouraged to designate a web site committee to assist in content development and review. The committee may be composed of administrators, teachers, parents, community members, and students. The chairman must be a designated staff member\*.

(5) The principal or his designated representative is responsible for acquiring a signed KCS release or authorization to publish from a child's guardian prior to posting any student's name, picture, art, written work, voice, verbal statements or portraits (video or still) on the school's web pages. This form must be signed by the parents and filed at the school. This form is available from the Knox County Schools Public Affairs Office.

\*The designated staff member must be identified and approved in writing by the Building Principal or Department Head using the form provided by the Instructional Technology Department. A list of the designated staff members responsible for web sites will be maintained by the Instructional Technology department and published on the Instructional Technology web site.

### 3. Web Site Requirements and Restrictions

The Knox County School System Web Servers are for educational use only. Contents of the site should give information and promote school activities (PTA, classes, staff, departments, sports, school projects, calendars, volunteering opportunities, etc.). School or district web pages may not be used for personal gain.

a. District/School Symbolology – All pages must contain the Knox County Schools' crest and the words "*People, Possibilities, Potential*" in either the upper right or left corner of the page. This will be the only distinguishing symbolology on district and departmental web pages. Schools may further individualize their pages with recognized school specific symbolology or verbiage.

b. Page Titles – All Web pages must have a title (which appears on the Web browser's title bar).

c. Time-Sensitive Information – Pages containing time-sensitive information (calendars, school events, staff information) must be updated weekly (at a minimum) to insure current, accurate information.

d. General Contact Information – Each school's homepage must include the school's name, address, phone number, a link to the Knox County Schools web site, and all school administrators' e-mail addresses. Each departmental web site must include department name or descriptor, address, phone number, a link to the Knox County Schools web site, and all administrative staff members' e-mail addresses.

e. Navigation – Each page must (at minimum) contain a link back to the previous level in the school's site, and a link to the site's main navigational page.

f. External Links –

(1) Fundraising Information – Approved school and district fundraising information is allowed and encouraged to be posted on web sites.

(2) Commercial Links – Business partners may be recognized but links to commercial sites are prohibited. All other commercials, commercial transactions, or advertisements are prohibited on school pages.

(3) Educational Links

- i. The Instruction department in conjunction with the Instructional Technology department will actively research and provide sites that support and enrich curriculum. These sites will be provided via the appropriate departmental web site.
- ii. External educational links may be allowed by the building principal. Care should be taken that educational links are in no way commercial in nature.
- iii. In all cases where an “external link” (any link to a site or content that is not hosted on the official Knox County Schools Web Server) is used on a school’s web site, the following disclaimer statement must be present on the school’s main navigation page: “Knox County Schools is not responsible for contents on external sites or servers.”

g. Individual/Classroom Web Pages – Teachers or staff members may post individual classroom pages with their school’s Web site following the same protocol and guidelines presented in this document.

h. Policy Infringement – Files hosted on the KCS Web server(s) and hyperlinks from these files should not contain information that is in violation of (or promotes the violation of) any district policy or regulation nor any local, state, or federal regulation or law.

i. Staff Contact Information –

- (1) Staff members’ official KCS e-mail addresses and contact telephone numbers will be maintained as public information, on the district’s web site.
- (2) Individual school staff members’ e-mail addresses should also be posted on each school’s Web site. (It is recommended that schools also include telephone extensions and staff photos, if available.)
- (3) Personal contact information such as e-mail address, phone numbers, addresses, etc. should never be published on the school web site.

j. Student Information – The following student information is generally acceptable to include on a school’s web page, if the guardian(s) have given permission/consent to use it by signing a district release form. No other personal information about a student is allowed, such as e-mail address, phone number, home address.

- (1) Elementary students: Student’s picture or work with first name, or first name and last initial only.
- (2) Secondary students: Student’s picture or work with first and last name, or first name and last initial, or first name.

k. Copyrighted Materials – Unauthorized use of copyrighted material is prohibited. Giving credit (web address or active link) to a company that has created a graphic, design, etc. for a school page may be allowed, unless the district internet filter blocks the site.

l. Prohibited Items – The following items are expressly prohibited on any Knox County school, departmental, or district web site:

- (1) Location of Students – Information giving the physical location of a student at any given time.
- (2) Personal Information of staff or volunteers - Personal information about staff and parent volunteers including: Non-district e-mail addresses, non-district mailing address, and non-district phone numbers except as approved by the building principal. Example: PTSO/PTA/Booster organization officer/contact requests to have their personal e-mail address listed in the appropriate area on the school’s page(s) and principal approves the request. Note: Pictures and names of staff and parent volunteers will be allowed with principal’s approval.

- (3) Student Contact Information – Student personal contact information of any kind including but not limited to address, phone/pager numbers, social security information, or e-mail addresses.
- (4) External Links to Personal Pages – Links to staff, volunteer or student personal home pages including hidden links associated with graphics or pictures.
- (5) External Links to Remote Web Servers – Links to “non-official” KCS related sites that are hosted on remote/external (non-district) web servers - Examples: athletic booster pages, PTA pages, teacher created classroom pages, etc. However, booster organizations, PTA, teachers, etc. are welcomed and encouraged to post their pages on their school’s Web site following the same protocol and guidelines presented in this document.
- (6) Messaging Systems – “Guest books”, “chat areas”, “message boards”, “Instant messaging systems” or similar links to sites that are not accessible inside the network (through the district network filter)

m. Recommended Items for School Pages – The following information should be included on school pages:

- (1) Welcome – A greeting from the principal
- (2) General information about the school – Namesake, history, when the school opened, last renovation, student population, etc.
- (3) Event information – School calendar, upcoming events/meetings, special programs, days off, early release days, etc.
- (3) School Technology Committee information – Names, addresses and phone numbers of members, committee’s role and mission, annual report, and technology action plan.
- (5) Organizational Information – Information about the PTA, PTO or other volunteer organizations including officers and board members with phone numbers so newcomers can access them, events, programs, and volunteer opportunities.
- (6) Student/Parent Handbook – Pertinent information from student and parent handbooks including policies and procedures regarding attendance, discipline, tardies, etc.
- (7) Newsletters – Include on-line copies of school newsletter and other publications disseminated to parents or students.
- (8) Demographic Information – Links to attendance area information or non-confidential demographic information i.e. total number of students, students at each grade level.
- (9) Achievement Information – Links to test score information at the district level or information regarding test scores, information regarding initiatives designed to impact student achievement or testing schedules.
- (10) Recognition or awards – Recognition of students and teachers, achievements of school organizations including but not limited to sports teams, musical organizations, vocational teams, scholarship awards.

(11) General information for parents – Parenting information to help parents tutor or assist their children.

(12) Fundraising activities – Details regarding current fund-raising initiatives by the district, school, or school organizations.

#### n. Web Page Formatting Recommendations

(1) Page Size & Resolution – Pages should be sized so they will display properly in a variety of screen resolutions. Pages should be previewed and tested at least at “640 x 480”, “800 x 600”, and “1024 x 768”.

(2) Page Fonts – Regular text entries on web pages should be limited to the fonts “Arial” and “Times New Roman” on the PC, or “Helvetica” and “Times” on the Macintosh. Any special fonts should be saved and used as graphics to ensure that they display properly.

(3) Coloration – Avoid color schemes or backgrounds that make the information on the page hard to read. Colors should be “web safe” as much as possible, so they will display properly in 216 colors. Avoid using white text or links (white is difficult to print).

(4) Graphics – Graphics should be used judiciously. Photos and other graphics should generally not exceed a total 100k (file size) per page.

(5) Animation – Animated GIF files should be used very sparingly and need to be relatively small. The amount, size, and type of graphics used have the most direct effect on the “load time” of Web pages.

(6) Multimedia – Video and audio files may be used when they are appropriate and are compressed properly. Be aware that these files are generally large files and take extended “load times” for the user. Also be sensitive to the fact that many audio and video files require users of non-district workstations to have special plug-ins or viewers/players that they may not have loaded on their browser in order to view or hear the files.

#### **4. Web Technologies Supported on District and School Server(s)**

a. Supported Browsers – The district supports both Netscape Navigator and Microsoft Internet Explorer. Users are encouraged to use the most current browser that their workstations are capable of utilizing. Please see the Instructional Technology Web site for current version information and assistance in downloading current browsers supported by the Knox County Instructional Technology department.

b. Java Applets – All district-networked computers utilize Java capable browsers.

c. CGI Scripting – The district/campus web servers do not support “cgi” script.

d. FrontPage Web Extension – The district/campus web servers do not support Microsoft FrontPage Extensions.

e. Browser Plug-in Technologies – All district/campus networked computers support a variety of browser plug-in technologies. The following plug-ins are considered to be commonly available:

– Windows Media Player Plugin

- HyperStudio Plugin
- Macromedia Shockwave
- Macromedia Shockwave Flash
- RealPlayer
- QuickTime Plugin
- Adobe Acrobat
- Netscape Default Plugin

Please see the Instructional Technology Web site for current version information and assistance in downloading current browsers supported by the Knox County Instructional Technology department.

## **5. Security**

Maintaining the integrity of the Knox County Schools educational network is extremely important. Security must be a primary concern of those responsible for network servers.

- a. Carefully think through plans regarding who will have authority to manage any or part of a server.
- b. Passwords should be kept strictly confidential and not shared with anyone other than the school administration and the district administration.

Category:	Procedure:	
Instructional Goals and Objectives	<b>Use of Copyrighted Materials in Educational Settings</b>	
Descriptor Code:	Issued Date:	Revised Date:
<b>AP-I-231</b>	<b>November 2023</b>	

## INTRODUCTION

All employees shall adhere to the provisions of the United States Code regarding the copying, distribution, and/or use of copyrighted materials. Any other use requires written permission from the holder of the copyright.

Copyrighted materials may include, but are not limited to, the following:

- Curriculum materials and their ancillary products
- Print materials such as books, magazines, newspapers, or journals
- Graphic materials such as photographs, illustrations, or logos
- Audiovisual materials such as videos or sound recordings (in any format)
- Digital materials such as eBooks, databases, or other subscription products
- Online materials such as website content or social media posts

Any copyrighted materials beyond the state-approved adopted curriculum must be selected in compliance with Board of Education Policy I-211, “Selection of Instructional Materials other than Textbooks.”<sup>1</sup>

## FAIR USE

Fair use permits the limited unlicensed use of copyright-protected works in certain circumstances, as codified in Section 107 of the Copyright Act.<sup>2</sup> It defines a four-factor test federal judges use to determine whether any particular case is a fair use:

1. The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes
2. The nature of the copyrighted work
3. The amount and substantiality of the portion used in relation to the copyrighted work as a whole
4. The effect of the use upon the potential market for or value of the copyrighted work

Because only a judge can definitively determine fair use, there are no firm “rules of thumb” as to how a copyrighted work can be fairly used in an educational setting. Teachers, administrators, and instructional supervisors/specialists should collaborate to do due diligence in striving for fair use, applying the whole four-factor test to any desired use of a copyrighted material.

## PUBLIC PERFORMANCE OF AUDIOVISUAL WORKS

Section 110 of the Copyright Act<sup>3</sup> permits the performance or display of a work by educators or students in the regular course of face-to-face instruction, as long as that work has not been illegally copied. The instructional usage of the material, not the method of acquiring it (i.e. borrowed from a library, brought from home, purchased from a certain vendor or type of budget, etc.), determines permission to show it.



In order to comply with the public performance exception, audiovisual works should not be presented to students during instructional time under any circumstances in the following non-instructional ways:

- a. For entertainment/reward purposes
- b. During field trips, including travel time on bus trips
- c. As an incentive for completing assignments or good behavior
- d. For facilitating a teacher group meeting for administrative duties such as grade-level planning, preparation of grades, end-of-year duties, etc.
- e. By a substitute teacher unless the audiovisual work is contained within the regular class lesson plan or syllabus
- f. During any other school-sponsored activity in instructional time

Audiovisual works may be shown in the above non-instructional ways if and only if both of the following conditions are met:

- a. The showing is outside of the school day
- b. The school has purchased public performance rights for the showing through a reputable licensing company

Vendors and providers of digital content services (for instance, streaming video) may place additional terms or restrictions on public performance beyond what is noted in the Copyright Act as part of their user agreements. Individual users are responsible for understanding and complying with these agreements.

## **ADDITIONAL GUIDANCE FOR DIGITAL DELIVERY OF INSTRUCTION**

The TEACH Act of 2002<sup>4</sup> clarified Section 110 of the Copyright Act as it applies to instruction delivered via digital technology. In digital settings, copyrighted materials should be used in ways that are as similar to face-to-face settings as possible:

- Works can be performed or displayed in ways directly analogous to how they would be used in a face-to-face setting
- Performance or display of works should be guided and supervised by educators, and used only in ways necessary to meet instructional goals
- The portion of the work made digitally available should be the same portion of the work that would be used in a face-to-face setting
- To the extent possible, password protection and/or other technological tools should be used to limit digital access to a) the students enrolled in the course and b) the educators who need it for their work.

## **EDUCATOR RESPONSIBILITIES**

All educators are responsible for adhering to the law in their use of copyrighted materials. Teachers will model responsible and ethical use of these materials in their instructional practice, and they will instruct students on responsible and ethical practice in cases where their assignments may involve the creative use, sharing, repurposing, or remixing of copyrighted content.

The Human Resources Department will require that all employees read the Knox County Schools' *Guidelines for the Use of Audiovisual Works*<sup>5</sup>, and sign the *Acceptable Use of Audiovisual Works Agreement*<sup>6</sup> as part of their staff onboarding.

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References:

1. Knox County Board of Education Policy I-211 "Selection of Instructional Materials other than Textbooks."
2. U.S. Code Unannotated Title 17. Copyrights § 107. Limitations on exclusive rights: Fair Use.
3. U.S. Code Unannotated Title 17. Copyrights § 110. Limitations on exclusive rights: Exemption of certain performances and displays.
4. Pub. Law. 107-273, 116 Stat. 1758, Title III, Subtitle C § 13301.
5. Form MC-100 Guidelines for the Use of Audiovisual Works.
6. Form MC-101 Acceptable Use of Audiovisual Works Agreement.

Category:	Procedure:	
Instructional Goals and Objectives	<b>School Library Collection Development</b>	
Descriptor Code:	Issued Date:	Revised Date:
<b>AP-I-241-1</b>	<b>September 2022</b>	<b>April 2025</b>

## INTRODUCTION

The primary purpose of the school library is to enrich and support the educational program of the school. A comprehensive and high-quality collection of print materials, eBooks, databases, and digital products in the school library supports teaching and learning in all content areas and allows students to pursue personalized interests. These collections should meet the requirements set forth by the state of Tennessee<sup>1</sup> and the guidance of the American Association of School Librarians.

Individual schools or classrooms may choose to provide classroom libraries in addition to their school library. Classroom libraries include any materials, regardless of form or physical location in the school, made available to students outside the course of curriculum and direct instruction.<sup>2</sup>

## OVERVIEW

The development of the school's library collection is the responsibility of the school library media specialist, in cooperation with teachers, students, parents, and administrators. Additional detail on this cooperative responsibility is found in Knox County Schools Administrative Procedure AP-I-241-2 "School Library Councils."<sup>3</sup> Using multiple data points and a variety of stakeholder input, continuous development will result in a school library collection appropriate for the age and maturity levels of the students who may access the materials, and that is suitable for and consistent with the educational mission of the school. Collection development, a continual and integral part of school librarianship, includes the following processes:

1. Needs Assessment.
2. Selection & Acquisition.
3. Access.
4. Evaluation.

## NEEDS ASSESSMENT

In order to build a collection suitable for the users at a particular library, the needs of the users must be considered and assessed. The Needs Assessment not only addresses what the users need, but by extension, it also addresses what the collection needs. Consequently, it addresses what capital is needed as well. The following steps are recommended for conducting a Needs Assessment:

1. Determine the needs of the users through student data, surveys, requests, instructional collaboration, and/or curriculum alignment, as appropriate to the school.

2. Determine the needs of the collection through circulation data, online usage data, digital collection analysis, as appropriate to the school. Identify gaps in the current collections' offerings.
3. Create a long-range plan to address the needs of the users and the collection.
  - a. Apportion the long-range plan into smaller, short-range plans that can be accomplished within the school year.
  - b. Strategically allocate the budget to accommodate the short-range plans for the year.

## SELECTION AND ACQUISITION

Once the users' needs have been identified and prioritized, materials should be sought to meet those needs. Long- and short-range goals should be served by selection decisions. Materials should represent a balanced treatment of subject matter. Personal biases should be monitored.

As described in Knox County Board of Education Policy I-241 "School Libraries,"<sup>4</sup> materials selected must be in compliance with the Age-Appropriate Materials Act<sup>5</sup>. Beginning in the 2024-25 school year, materials may not contain, in whole or in part, nudity, or descriptions or depictions of sexual excitement, sexual conduct, excess violence, or sadomasochistic abuse, nor may they be patently offensive or appeal to the prurient interest, as those terms are defined in T.C.A. § 39-17-901.

The following general selection criteria, as delineated in Knox County Board of Education Policy I-211 "Selection of Instructional Materials Other Than Textbooks,"<sup>6</sup> provide guidance for assessing each item under consideration. These criteria are not intended to be used as a checklist; depending on the expected usage, or the role it plays within the full collection, a given material may not meet every point below. However, the preponderance of evidence should support the selection decision.

- Educational purpose (as defined by the Tennessee State Academic Standards).
- Contribution the subject matter makes to the curriculum and to the interests of the students.
- Appropriateness to social, emotional, and intellectual level of intended audience.
- Measures of complexity: Quantitative, Qualitative, and Reader and Task are appropriate for grade-level and time of year.
- Favorable reviews found in standard selection sources.
- Favorable recommendations based on preview and examination of materials by professional personnel.
- Reputation and significance of the author, producer, and publisher.
- Validity, currency, and appropriateness of the material.
- Contribution each material makes to the breadth of representative viewpoints on controversial issues offered by the materials collection as a whole.
- High degree of potential user appeal.

- High artistic quality and/or literary style.
- Quality and variety of format.
- Value commensurate with cost and/or need.
- Timeliness or permanence.

Materials are ordered according to the processes defined by the Knox County Schools Finance Department and the Knox County Purchasing Department. Detailed guidance for ordering from library vendors will be provided and updated by the Academic Resources Department each year.

## **ACCESS**

The preparation of selected materials for use should work to maximize materials access to users. Physical access includes organization within the facility according to standard classification schemes, labeling, repair, regular inventory audits, and other administrative tasks associated with each material item.

Digital access for all parts of the school library collection should be provided through the school library website. Additional digital access routes may be provided through the district's learning management system or other platforms relevant for the school. Records of all non-digital items in the school library's collection will be maintained through standard library automation software and made searchable through the open public access catalog (OPAC).

These technical processes should be aligned with instructional and promotional efforts, facility scheduling, circulation routines, and other programmatic factors affecting access.

## **EVALUATION**

Ongoing evaluation of the collection is a vital part of ensuring that users' needs are being met. The following factors are recommended for evaluating the success of the selection process:

1. Usage and circulation of new items.
2. Quality and relevance of items purchased.
3. Alignment of content to the school's educational mission and the library's programming.

With any substantial addition of materials, the collection shifts and changes. This affects the overall composition of the collection and its usefulness to patrons. Regular deselection of some items in a collection helps ensure maximum collection quality and access to the remaining materials. Successful evaluation of materials selection, therefore, should also include evaluation of individual materials for possible deselection, as part of a comprehensive review process based on multiple data points including stakeholder input.

School library materials selected prior to 2024-25 that are not in compliance with the updated standards set by the Age Appropriate Materials Act, described above in the Selection and Acquisition section of this document, must be excluded from the collection. The following additional factors are recommended for evaluating items for deselection:

1. Age and condition of items.
2. Outdated information in age-sensitive nonfiction classifications.
3. Appropriateness of material and illustrations.
4. Bias in materials, particularly through shifting cultural norms over time

Materials in a school's collection may be requested for reconsideration by a student, a student's parent or guardian, or a school employee in accordance with Knox County Board of Education Policy I-212,<sup>7</sup> "Reconsideration of Instructional Materials and Textbooks." That policy and its accompanying administrative procedure provides details on the contacts, timeline, and appeal process to follow if an item is requested for review.

Items deemed no longer beneficial to the school library through deselection or reconsideration should be removed from circulation or discarded according to guidance provided and updated annually by the Academic Resources Department.

Evaluation of the collection will inform the Needs Assessment for the next year's collection development cycle. As necessary, the long-range plan may be adjusted to accommodate the results of the collection evaluation. Library media specialists will periodically receive feedback from peers, building-level leadership, and Academic Resources staff to help ensure that this ongoing cycle results in collections that are appropriate for the age and maturity of the students and consistent with the educational mission of the school.

## **CLASSROOM LIBRARIES**

Classroom libraries are subject to the same legal and policy requirements as school libraries. Teachers who choose to implement classroom libraries should, to the best of their knowledge and ability, make a reasonable approximation of the same Needs Assessment, Selection and Acquisition, Access, and Evaluation cycle in maintaining their own collections, at a scale commensurate with the size and depth of the collection. Materials in all classroom libraries must be publicly listed on their schools' websites, in compliance with the Age-Appropriate Materials Act.

## **DISTRICT-WIDE COLLECTIONS**

In addition to the materials collected and maintained for each school site, some materials and products will be provided at the district level for stakeholders to share. While the core of collection development should happen at the building level, in order to narrowly tailor resources to each school community's unique needs, the efficiency and cost savings realized by district-wide resource sharing can provide a significant benefit to all students when used appropriately. Shared resources may include databases, digital resources, and/or eBooks. Districtwide resources will be selected and evaluated based on needs assessment by Academic Resources staff, school librarians, content-area specialists, and other stakeholders as needed. District-wide collections will be developed using the same major processes as school-based collections.

## **GIFTS**

Any acceptance of gift materials should be in compliance with Knox County Board of Education Policy D-130 "Donations, Gifts, and Bequests"<sup>8</sup> and is contingent upon the previously established selection standards and the school librarian's discretion.

In the event that a donor organization wants to gift a material to all school library collections districtwide, the Academic Resources department staff will consult with appropriate school leaders and content-area specialists to assess the material, then place the proposed donation in one of the following categories:

- Accept the materials for all schools.
- Accept the materials per a specific regional need.
- Accept the materials generally, but allow individual schools to opt out of receiving.
- Do not accept the materials generally, but allow individual schools to opt in to receive.
- Do not accept the materials for any schools.

Communication about the donation will be made with school librarians accordingly.

All gifts become the property of Knox County Schools.

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References:

1. "District and School Operations." TRR/MS 0520-02-.07.
2. Ballard, Christy. (2022). "The Age Appropriate Materials Act of 2022" [Memorandum to Directors of Schools and Public Charter School Leaders]. Tennessee Department of Education. Retrieved from [https://www.tn.gov/content/dam/tn/education/legal/PC0744\\_Age-Appropriate\\_Materials\\_Memo.pdf](https://www.tn.gov/content/dam/tn/education/legal/PC0744_Age-Appropriate_Materials_Memo.pdf).
3. Knox County Schools Administrative Procedure AP-I-241-2.
4. Knox County Board of Education Policy I-241.
5. T.C.A. § 49-6-3803 and T.C.A. § 39-17-901.
6. Knox County Board of Education Policy I-211.
7. Knox County Board of Education Policy I-212.
8. Knox County Board of Education Policy D-130.

Category:	Procedure:	
Instructional Goals and Objectives	<b>School Library Councils</b>	
Descriptor Code:	Issued Date:	Revised Date:
<b>AP-I-241-2</b>	<b>April 2025</b>	

## OVERVIEW

Each school will have a School Library Council as a stakeholder committee to support the school library media specialist's work in effectively leading and administering the school library. In accordance with Board of Education Policy I-241 "School Libraries," Councils will periodically review the library collection at each school, to ensure that the school's library collection contains materials appropriate for the age and maturity levels of the students who may access the materials, and that are suitable for, and consistent with, the educational mission of the school.

Classroom libraries are subject to the same legal and policy requirements as school libraries. Each building's School Library Council should therefore provide similar support, as needed, to teachers who choose to implement classroom libraries.

## PURPOSE

School libraries are the responsibility of the school library media specialist, and classroom libraries are the responsibility of the teacher. However, both school library and classroom library collections are to be maintained in cooperation with teachers, students, parents, and administrators. The School Library Council provides a formal structure for this cooperation, ensuring that a continuous cycle of stakeholder feedback supports the development of comprehensive and high-quality collections that enrich and support the educational program of the school.

## MEMBERSHIP

The Principal and the school library media specialist will collaborate to identify members of the School Library Council. The school library media specialist shall always be a member of this Council; if a school has more than one library media specialist, then each of them should belong to the Council. Other members should include, at a minimum, at least one representative from each of the following categories:

- Administrators
- Classroom teachers
- Parents

Wherever possible, given each building's unique needs and resources, schools are also encouraged to include a Council member from a related staff specialty, such as School Counselors, School Psychologists, Instructional Coaches, or other perspective that may enrich the quality of the collection development and maintenance processes.



Student needs, interests, and perspectives are essential to effective collection development. At the discretion of the school as to age and maturity, the School Library Council may therefore also include one or more student members. However, it is equally valid if the Council prefers to use other methods for considering student input, such as reader advisory conversations, surveys, circulation reports, title requests, etc.

## RESPONSIBILITIES

As outlined in Knox County Schools Administrative Procedure AP-I-241, school library collection development involves a continuous cycle through the phases of Needs Assessment, Selection and Acquisition, Access, and Evaluation. In order to add vital perspectives to the process and ensure its high quality, School Library Councils will interface with the collection development cycle through these responsibilities:

- Ensuring strategic alignment of funding to programming priorities
- Regular review of incoming and outgoing materials
- Collaborative decision-making around response to concerns

Executing these responsibilities will allow each Council to periodically review the collection for age-appropriateness and suitability for the school's educational mission. The Principal and the school library media specialist will collaborate to set a meeting structure and workflow routine to accomplish these responsibilities, tailored to the unique needs of their school and their Council members.

Category:	Procedure:	
Instructional Goals and Objectives	<b>Off-Campus Trips</b>	
Descriptor Code:	Issued Date:	Revised Date:
<b>AP-I-250</b>	<b>December 2021</b>	

**Parent/Guardian picking up a student from a field trip:**

Knox County Schools understands that parents/guardians may choose to assume responsibility of their students at the conclusion of a field trip as opposed to having them return to the school under the supervision of a Knox County Schools employee. This practice is allowable as long as there is adherence to the following:

- The parent/guardian must submit a request in writing to the school's front office at a minimum of 24 hours prior to the field trip. *(This will give the school time to verify the request and ensure everything is in order.)*
- The KCS employee in charge of the field trip will check with the front office prior to leaving for the trip to verify the list of students who are approved to be picked up at the field trip rather than return to the school.
- The KCS employee in charge of the field trip will verify the parent/guardian's identity at the field trip site, parent is to furnish valid ID, and have him/her sign a sign-out sheet turning over responsibility to the parent/guardian.
- The parent/ guardian may only assume responsibility of the student(s) for which he/she has legal custody.
- A parent/guardian who is serving as a chaperone may not leave the field trip to take his/her personal student home, since it may compromise the adult to student ratios that must be maintained at the number below.
- The Knox County School employee in charge of the field trip has discretion and reserves the right to deny the request of the parent/guardian if the previous steps were not followed or if he/she feels the student's safety may be in jeopardy.

**Chaperone to student ratio for Field trips by grade-level:**

KCS values the participation of volunteer chaperones to be used for supervision on field trips. Adult-to-student ratios may vary but must be adequate for the field trip activity and the number and age of the students. Below are the expected adult-to-student ratios for Knox County Schools:

**Elementary (Grades Pre-K -5)**

Type of Field Trip	Adult: Student Ratio
Pre- K-2	1:5
Grades 3-5	1:10
Overnight	1:10

**Secondary (Grades 6-12)**

Type of Field Trip	Adult: Student Ratio
In-County Day field trips	1:15
Out of County or overnight field trips	1:10

Category:	Procedure:	
<b>Instructional Goals and Objectives</b>	<b>School Volunteers</b>	
Descriptor Code:	Issued Date:	Revised Date:
<b>AP-I-260</b>	<b>September 2012</b>	<b>October 2013</b>

Refer to policy I-260.

All employees of the Knox County Schools and all volunteers must have a clear understanding of what is expected of a volunteer in the KCS.

Depending on the type of volunteer activity proposed, volunteers may be required to submit to a background check and/or provide information about themselves. The Knox County Schools will not accept volunteers who have been convicted of a felony listed in Tennessee Code Annotated (TCA) § 40-35-501(i)(2) or convicted of an offense listed in TCA § 39-17-417. Nor will volunteers be accepted if legal action is pending for any alleged activity under these statutes.

In order to volunteer in the Knox County Schools, an individual must:

- Sign a confidentiality agreement to protect the rights of students and parents
- Sign in and out each time they visit a school
- Be punctual and prepared, and notify the appropriate school contact in the event of an absence or delay
- Appear clean, neat, and appropriately attired
- Wear an identification tag at all times while on school grounds
- Work with students in areas designated by school staff
- Only provide food or drink to a student if authorized by the student's teacher or principal.

## **VOLUNTEER CLEARANCE LEVELS**

Level 1 (Supervised): Task takes place under the supervision of an employee of the Knox County Schools and involves little or no student contact

Level 2 (Supervised): Task takes place under the supervision of a certified employee in a classroom or other group setting

Level 3 (Unsupervised - without driving students) - Task involves direct contact with students under limited supervision by school staff

Level 4 (Supervised - with driving students) – Task involves unsupervised contact with students on or off campus

	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>	<b>Level 4</b>
<b>Descriptors</b>	<ul style="list-style-type: none"> <li>Public setting</li> <li>Staff or adults may enter and observe at any time</li> <li>No solitary time with student</li> <li>Always within unobstructed view of school staff or multiple adults</li> </ul>	<ul style="list-style-type: none"> <li>Public setting</li> <li>Staff or adults can enter and observe at any time</li> <li>No solitary time with student</li> <li>Always within sight of school staff or multiple adults, but ability of staff to monitor volunteer's interactions with students limited by own responsibilities or other factors</li> </ul>	<ul style="list-style-type: none"> <li>Public setting</li> <li>Staff or adults can enter and observe at any time</li> <li>Could have solitary time with student(s) of short duration (30 minutes or less)</li> <li>May be outside of view of school staff or multiple adults for brief periods</li> <li>May involve access to confidential student information (<u>only</u> if parent consents)</li> </ul>	<ul style="list-style-type: none"> <li>Private setting in home or community</li> <li>Extended solitary time with student</li> <li>Solitary time with student on a regular basis</li> <li>Overnight trips</li> <li>Students must have a signed parental form</li> </ul>
<b>Screening Tools</b>	<ul style="list-style-type: none"> <li>KCS Volunteer Profile form (online)</li> <li>Task descriptions</li> <li>List of volunteers and volunteer sign-in record</li> </ul>	<ul style="list-style-type: none"> <li>KCS Volunteer Profile form (online)</li> <li>Task descriptions</li> <li>List of volunteers and volunteer sign-in record</li> <li>Personal interaction/interview with school staff</li> </ul>	<ul style="list-style-type: none"> <li>KCS Volunteer Profile form (online)</li> <li>Task descriptions</li> <li>List of volunteers and volunteer sign-in record</li> <li>Personal interview</li> <li>Full national criminal background check including sex offender screening</li> <li>Orientation/training for volunteers including through task descriptions</li> </ul>	<ul style="list-style-type: none"> <li>KCS Volunteer Profile form (online)</li> <li>Task descriptions</li> <li>List of volunteers and volunteer sign-in record</li> <li>In-depth personal interview</li> <li>Reference check</li> <li>Full national criminal background check including sex offender screening</li> <li>Training</li> </ul>

<i><b>Examples</b></i>	<ul style="list-style-type: none"> <li>• <i>Resource speakers</i></li> <li>• <i>Clerical/office assistance</i></li> <li>• <i>PTA fundraising activities</i></li> <li>• <i>Outdoor projects (i.e., Landscaping)</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Classroom tutors</i></li> <li>• <i>Read-with-me or other reading help</i></li> <li>• <i>Lunch buddies</i></li> <li>• <i>Classroom helpers</i></li> <li>• <i>Field days</i></li> <li>• <i>Athletic concessions</i></li> <li>• <i>School fairs</i></li> <li>• <i>Day field trips</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Athletic/club sports coach</i></li> <li>• <i>Small group sessions</i></li> <li>• <i>Reading buddies (in separate rooms)</i></li> <li>• <i>Day field trip chaperone (unsupervised)</i></li> <li>• <i>Health clinic assistant</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Mentor</i></li> <li>• <i>Field trip chaperone overnight trip</i></li> </ul>
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### **PROVIDING TRANSPORTATION**

Volunteers will not transport students away from campus except as part of a properly approved field trip as provided for under Board of Education policy IFCB Off Campus Trips.

### **PROHIBITED ACTIVITIES**

Tasks requiring volunteers to use or to supervise students in the use of dangerous machinery or equipment are prohibited.

### **BACKGROUND CHECKS**

As stated above, volunteers requiring clearance levels 3 and 4 will require a national background check. Background checks for volunteers differ from background checks for employees and are managed by the Knox County Schools Public Affairs Office at no cost to the requesting school or volunteer. The Knox County Schools will maintain a contract with an appropriate agency to complete these volunteer background checks and shall also make use of such local systems as are available through law enforcement agencies.

School administration will complete a background check request form provided electronically by the Knox County Schools and submit this request to the public affairs office for execution. School administration will receive written notification when volunteers have been cleared for or restricted from level 3 and 4 activities.

All background checks that return any arrest information will be reviewed by a committee minimally composed of the Director of Public Affairs, the Chief of Security (or designated representative), the supervisor of Business Partnerships and the Supervisor of Family and Community Engagement to determine if the findings are such that the volunteer should not be cleared for level 3 and 4 activities.

The Director of Public Affairs shall maintain a data base of all completed background checks and shall be responsible for notifying volunteers of their status based upon the completed background check process.

Once a volunteer completes a background check, that background check will be valid within the Knox County Schools for a period of six years.

If a volunteer is affiliated with a business or community organization that has completed a background check on the individual in the last six years that is of equal or better quality than the KCS required check, this background check may be used rather than initiating a new one. However, the organization must provide to the Knox County Schools a complete copy of the results returned from this check, and the school administration will forward this information to the public affairs office for documentation.



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

Category:	Procedure:	
Instructional Goals and Objectives	Title I	
Descriptor Code:	Issued Date:	Revised Date:
AP-I-280	June 1997	

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Refer to policy.  
  
Knox County Schools  
Title I Handbook FY (Year)  
(173 Pages)



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

Category:	Procedure:	
Instructional Goals and Objectives	Reporting Student Progress	
Descriptor Code:	Issued Date:	Revised Date:
AP-I-310	June 1997	

1	Knox County Schools, report cards for each school division. Elementary, Middle and High School Departments.
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# Administrative Procedure

Category:	Procedure:	
Instructional Goals and Objectives	Promotion, Retention, Acceleration	
Descriptor Code:	Issued Date:	Revised Date:
AP-I-340	June 1997	

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2 Refer to policy. Knox County Schools, Retention Guidelines (Memo). Elementary Department.  
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Category:	Procedure:	
Instructional Goals and Objectives	<b>Uniform Grading</b>	
Descriptor Code:	Issued Date:	Revised Date:
<b>AP-I-341</b>	<b>December 2020</b>	<b>January 2021</b>

Four (4) percentage points shall be added to the grades used to calculate the semester average for dual enrollment courses taken by a student at an institution of higher education (IHE). The district will use the process below if the institution of higher education (IHE) does not assign numeric final grades.

- If the IHE does not provide a final numerical grade, the following conversion chart will be used to ensure the additional points are awarded in a consistent manner.

Letter Grade Received from IHE	Numerical Grade Conversion	KCS Grade
A+	96	100-A
A	95	99-A
A-	93	97-A
B+	90	94-A
B	88	92-B
B-	85	89-B
C+	83	87-B
C	79	83-C
C-	75	79-C
D+	72	76-C
D	70	74-D
D-	68	72-D
F	65	69-F

- If the IHE provides a final numerical grade, 4 percentage points will be added to the numerical grade for the high school transcript.
- In the event the IHE provides a final numerical grade which equals a lower KCS letter grade after adding the 4 percentage points than the IHE transcript, the higher of the two will be entered on the KCS transcript. (Ex: The student receives a 70% C from the IHE. When 4 points are added, the student has a 74% D. The student would then be awarded a 75% C for the high school transcript grade.)

Note: The district can only accept transcript grades from the IHE. Students report cards and/or communications cannot be applied to the uniform grading policy.

Category:	Procedure:	
Instructional Goals and Objectives	<b>Test Security</b>	
Descriptor Code:	Issued Date:	Revised Date:
<b>AP-I-383</b>	<b>June 1997</b>	

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2	Refer to policy. Research and Evaluation Office, Principal, Building level testing coordinator, teachers, and
3	proctors responsible for implementation.
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5	State Department of Education, Mandated Testing of Home School Students, 1997. Research and Evaluation
6	Office.
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Category:	Procedure:	
<b>Instructional Goals and Objectives</b>	<b>Public Charter Schools</b>	
Descriptor Code:	Issued Date:	Revised Date:
<b>AP-I-450</b>	<b>October 2023</b>	

When there are breaches in charter contracts or violations of State and Federal laws, Knox County Schools must ensure that schools correct deficiencies. Charters are granted autonomy for methods used to achieve the goals outlined in the Charter; however, Knox County Schools must ensure that charter schools are held to the same laws as district-run schools. The table following summarizes charter school standing and possible actions to address the standing. Charter schools that do not correct deficiencies will not be renewed or may have their contract revoked.

\*Note: While the Charter School will be assigned a status following the annual monitoring process, Knox County Schools reserves the right to put schools at any status at any time if more immediate actions are warranted. Offenses of serious or dangerous nature could lead to immediate revocation of the Charter School.

Status*	Possible actions in response to status	Explanation of Notices and Letters
<b><u>Good Standing:</u></b> The Charter School is functioning as agreed upon in the Charter Agreement. Some minor infractions may occur, but when notified of concerns, the Charter School promptly comes into compliance.	<ul style="list-style-type: none"> <li>Standard timeline and procedures followed by KCS and Charter School</li> <li>Phone call made to discuss and rectify any minor infractions (if needed)</li> <li><i>Notice of Concern</i> sent to Charter School detailing area of concern with the process for the administrative review and possible corrective plan request with timeline for rectifying the concern(s)</li> </ul>	A charter school may receive a <i>Notice of Concern</i> if KCS has been made aware of or notices any signs of weak performance identified through routine monitoring, through implementation, compliance, or performance review, or by any other means. Corrective action steps with a timeline will be requested to address each area of concern.
<b><u>Deficient:</u></b> The Charter School has functioned inadequately in an identified area(s). When notified, the Charter School creates a Performance Improvement Plan to address the area of deficiency.	<ul style="list-style-type: none"> <li><i>Notice of Deficiency</i> sent to Charter School Director and CEO with a requirement that a Performance Improvement Plan is developed with improvements, objectives, timelines, and measures (The Performance Improvement Plan must be approved by KCS.)</li> <li>The Charter School will have ten days to submit a Performance Improvement Plan with improvements, objectives, timelines, and measures.</li> </ul>	A charter school may receive a <i>Notice of Deficiency</i> for failure to <ul style="list-style-type: none"> <li>Meet multiple performance targets.</li> <li>Comply with applicable state laws and/or district policies.</li> <li>Comply with terms of the charter.</li> <li>Rectify any infractions or concerns.</li> </ul>
<b><u>Probation:</u></b> The Charter School is demonstrating weak performance and is working with the KCS to follow a given Corrective Plan.	<ul style="list-style-type: none"> <li><i>Notice of Probation</i> sent to the Charter School Director, Charter School CEO, and Charter Governing Board to serve as notification of probationary status and outlining terms of probation. KCS will create a Corrective Plan of Action with the Charter School that addresses</li> </ul>	A charter school may receive a <i>Notice of Probation</i> if there is <ul style="list-style-type: none"> <li>Continued failure to meet performance targets.</li> <li>Failure to meet objectives set forth in the Performance Improvement Plan.</li> <li>Continued failure to comply with state laws and/or district policies.</li> </ul>

	the deficits and has measurable outcomes, a timeline, and improvement expectations.	Continued failure to comply with conditions of the Original Charter.
<p><b><u>Revocation Review:</u></b> The Charter School is underperforming. A KCS committee will conduct a review to determine if the school should continue to serve students or if the Charter Agreement should be revoked.</p>	<ul style="list-style-type: none"> <li>• <i>Revocation Review Letter</i> sent to the Charter School Director, Charter School CEO, and Charter Governing Board to serve as notice of potential school closure.</li> <li>• KCS recommendation sent to the KCS Board of Education to review the Charter School status and consider revocation.</li> <li>• Decision by the KCS Board of Education to revoke or not revoke the charter or impose lesser sanctions.</li> <li>• Charter School can elect to self-revoke the Charter Agreement.</li> </ul>	<p>A charter school may receive a <i>Revocation Review Letter</i> if there is</p> <ul style="list-style-type: none"> <li>• Failure to successfully address the terms of a previous probation.</li> <li>• Flagrant disregard of the charter agreement such as fraud.</li> <li>• Misappropriation of funds.</li> <li>• Extended patterns of failure to comply with applicable law.</li> <li>• Extended pattern of failure to comply with the terms of the charter including fiscal management and academic performance.</li> </ul> <p>A copy of this letter will be sent to the KCS Board of Education, the governing body of the charter school and the parents and staff of the charter school.</p>
<p><b><u>Revocation:</u></b> The Charter School has failed to meet Performance Standards and will no longer remain open. The Closure Plan will begin upon notification by KCS.</p>	<ul style="list-style-type: none"> <li>• <i>Revocation Letter</i> sent to the Charter School Director, Charter School CEO, and Charter Governing Board.</li> <li>• Charter School to submit closure action plan to KCS.</li> <li>• Follow TDOE Charter School Closure Guidance.</li> </ul>	<p>A Charter School will receive a <i>Revocation Letter</i> if</p> <ul style="list-style-type: none"> <li>• The school is included on the Tennessee Department of Education's State Priority list (See law 49-13-122).</li> <li>• The Revocation Review results in a recommendation to revoke.</li> <li>• The Charter School has done any of the following: committed a material violation of any conditions, standards or procedures set forth in the charter agreement and/or in the original charter goals, achievement of the state's accountability system.</li> <li>• failed to meet generally accepted standards of fiscal management.</li> </ul> <p>A copy of this letter will be sent to the KCS Board of Education, the governing body of the charter school and the parents and staff of the charter school.</p>

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

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

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

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

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

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

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

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

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

Knox County Schools

Attendance/Social Services Department Handbook

*(July 1995, 27 pages)*

Tennessee Department of Education

Student Membership and Attendance Procedures Manual

*(2018, 25 pages)*

Tennessee State Board of Education Policy 4.100

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

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

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

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

**Procedure:**

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

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

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

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

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

(memo issued 04/05/95 on procedure)



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

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

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2	Knox County Schools
3	Attendance/Social Services Department Handbook
4	<i>(July 1995, 27 pages)</i>
5	
6	Tennessee Department of Education
7	Student Membership and Attendance Accountability Procedures Manual
8	<i>(September 1996, 60 pages)</i>
9	
10	For consistency, it is suggested we follow past practices as defined in the old policy handbook: propose
11	required testing for all home schoolers upon entry to the Knox County School System / minimum
12	achievement standards for grade or ability placement.
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Category:	Procedure:	
<b>Students</b>	<b>Granting Course Credit for Home School Students Entering a Knox County High School</b>	
Descriptor Code:	Issued Date:	Revised Date:
<b>AP-J-130-2</b>	<b>June 2008</b>	

**I. Testing**

A. Home school students stating they have earned a credit in English, Math, science, social studies and wellness shall be administered a Knox County EOC in each specific course they are requesting credit be given.

B. Home school students stating they have earned credit in a foreign language shall be administered the Knox County EOC for the highest level of language for which they are requesting credit be given. (Ex: A student stating they have earned a credit in French I and II will be given the French II EOC)

**II. Credits**

A. All courses that do not require testing for which a home school student states they have earned credit will be granted and the grade for these courses will be taken from the home school transcript. The student must provide a copy of the program of studies, information as to how the course was accessed in addition to a copy of an official transcript from the home school registrar.

B. Credits/grades for courses in English, math, science, social studies, and wellness shall be determined as follows:

1. A student scoring 70 or above on the EOC for a course will be granted credit and the grade for the course will be taken from the home school transcript.
2. A student scoring below a 70 but not lower than 60 on the EOC, may appeal to the school principal for consideration of credit/grade for the course. The principal may delay the decision he/she renders until the student has taken the next appropriate course in the academic discipline in the high school and base his/her decision on how well the student performed.

C. Credits/grades for foreign language will be determined as follows:

1. A student scoring 70 or above on the EOC will be granted credit for the course level of the EOC and any levels below it. (Ex.: A student taking the French II EOC and scoring a 70 or higher will be given credit in French II and French I) and the grade for the course(s) will be taken from the home school transcript.
2. A student scoring below 70 on an EOC above the first year of the language will be given the opportunity to take the EOC for the next level down. If the student scores 70 or higher on the EOC for the next level down, credit will be granted for that level and the grade will be taken from the home school transcript. The same appeal process may be used for students scoring between 60 and 69 on a foreign language EOC.

D. Students who have taken the Tennessee Gateway or EOC exams can submit their official scores for consideration of credit to the high school director.

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

### III. Credits for Graduation

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

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

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

To ensure that homeless students have equal access to the same free appropriate public education as provided to other students, the following shall apply:<sup>1</sup>

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

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

#### **ENROLLMENT/PLACEMENT**

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

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

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

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

## **SERVICES**

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

## **TRANSPORTATION**

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

## **RECORDS**

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

## **COORDINATOR**

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

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

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

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

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Legal References:

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

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

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2	Recommended: Non-handicapped students – If they cannot graduate by age 20 upon reentry, refer to Center
3	School, Adult Evening School, or GED.
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5	Refer to Form: CI-228 Tennessee Child Health Record.
6	
7	Knox County Schools, Early Entrance into Kindergarten and First Grade (Memo). Elementary Department.
8	
9	Knox County Schools, Evaluation of Possibly Gifted Students for Early Entry to Kindergarten (Memo).
10	Elementary Department.
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Category:	Procedure:	
<b>Students</b>	<b>Student Assignment</b>	
Descriptor Code:	Issued Date:	Revised Date:
<b>AP-J-151</b>	<b>June 1997</b>	<b>January 2002</b>

Refer to State Law T.C.A. 49-6-3101(f), 49-6-3102, 49-6-3103 and State Department Memo of Interpretation, February 25, 1986. (Authorizes the local Principal to assign students to grade level and classes, based on their best educational judgment.) Central Office and School Administrators responsible for implementation.

Knox County Schools, Guidelines for Placement of Students Age-Eligible to Enter First Grade. Elementary Department.

### **High School Assignment**

The criteria for placement of students in the secondary school program include the following:

1. Scholastic achievement and aptitude test data
2. Teacher recommendation
3. Scholastic grades and credits
4. Course offerings and competency requirements
5. Career goals of the student
6. Parent and student preference (as appropriate and realistic)

Within a period of ten (10) days, any student whose progress is not satisfactory or has been inappropriately assigned, may revert to the preceding or appropriate course level based on teacher, guidance, and administrative review. Parents may appeal this decision to the principal if they disagree.

Knox County Schools, Program of Studies for High Schools. High School Department.

Category:	Procedure:	
<b>Students</b>	<b>Student Transfers within the System</b>	
Descriptor Code:	Issued Date:	Revised Date:
<b>AP-J-152</b>	<b>June 1997</b>	<b>August 2024</b>

Refer to policy J-152.

#### **APPLICATION FOR GENERAL TRANSFERS**

Parents may apply for a student transfer during the application windows established under Board of Education Policy J-152. Parents may apply for a Transfer as defined in J-152 in any of the following ways:

1. Complete an online transfer request using the application procedure provided on the Knox County schools website at [www.knoxschools.org](http://www.knoxschools.org). Complete the Knox County Schools form AD-102 and/or AD-102 Magnet (available online) and turn it in at any Knox County school or the Enrollment Office located in the UT Tower (Plaza level), 400 W. Summit Hill Drive, Knoxville, TN 37902.
2. Mail a completed form(s) to the Knox County Schools Supervisor of Enrollment at Post Office Box 2188, Knoxville, TN 37901.

Parents will be afforded the opportunity to identify three schools to which they would like to transfer their child. Every effort will be made, based on space available, to offer a transfer to one of the three identified schools.

Throughout the transfer window, schools will weekly forward received transfer applications via school mail to the Supervisor of Enrollment. The Supervisor of Enrollment will ensure that the requests are entered into the appropriate data bases.

#### **TRANSFER APPROVAL PROCESS**

The Supervisor of Enrollment will provide a list of all transfer requests for students receiving services under the Individuals with Disabilities Education Act to the Executive Director of Student Support Services for review and approval prior to acting on the request.

The Supervisor of Enrollment will also provide a list of all students requesting transfer for academic course of study to the appropriate grade level Executive Director for verification that the base school is unable to offer a comparable course of study.

A. Once the above verifications have been completed, all requests for general transfer will be electronically assigned a random number. School assignment will be made in order of the random number, within the ordered priorities listed in section B below.

B. Priority for assignment will be those requests for transfer made -

- i. by teachers to transfer their child to the school in which they teach
- ii. by contract employees for their children
- iii. by students who have a sibling presently enrolled at the requested school who will continue to be



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

iv. for continuation in the Project GRAD program

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

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

vii. for students not meeting any of the above criteria

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

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

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

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

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

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

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

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

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

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

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

### **APPEAL OF GENERAL TRANSFER ACTIONS**

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

### **REVOCATION OF TRANSFERS**

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

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

### **CONTINUATION TRANSFERS**

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

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

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

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

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

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

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

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

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

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

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

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

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

Knox County Schools, Discipline Procedures Manual.

Read policy carefully and then:

1) The principal of the school is responsible for determining if a violation of the Board policy or school rules and regulations has occurred and determining appropriate discipline in accordance with the due process procedures. The principal may delegate to the assistant principal(s) his responsibility for discipline matters and the duty to hear discipline matters under this process procedure with the consent of the Superintendent. When a suspension of more than four (4) days is to be considered, and if the principal or his designee holding the hearing is the sole person who has observed the violation, then another principal, assistant principal or administrative personnel will be designated to determine if the student has committed a violation and the appropriate discipline. (separate hearing officer from investigator)

2) If the student involved in a hearing is (a) a "handicapped" student as defined in TCA § 49-10-102 and (b) a suspension of more than ten (10) days is recommended by the principal or the suspension would result in more than ten (10) cumulative days of suspension for the student during the school year, then a multi-disciplinary team will be scheduled to determine placement and to determine final disciplinary action after the decision of the principal and before it is effective. (Reference GUIDE TO DISCIPLINE UNDER 504 AND IDEA for procedure and flow chart.)

3) Procedure for Short-Term Suspension (four days or less)

If the initial hearing results in suspension of four (4) days or less, the principal shall notify the parent or guardian of the suspension, of the cause of the suspension, and of any conditions necessary for the student's readmission at the expiration of the term of suspension. The decision of the principal for a short-term suspension shall be final and is not appealable above the school level. However, the parent may request a review of the suspension record for procedural correctness. The request for review must be made to the principal within five days after the parent learns of the suspension, and the parent must sign the Request for Short-Term Suspension Review Form. The principal shall immediately forward the request form to the Superintendent's designee, who shall conduct a review of the suspension record for procedural correctness. The parent's request for review shall not delay the effective date of the suspension. The Superintendent's designee, upon completion of the review, shall notify the principal and the parents of its findings, which shall be to find the principal's procedures as either correct or incorrect. If the procedures are found to be incorrect, the Superintendent's designee may declare the suspension void and direct the principal to allow the student to make up any school work missed during the time of suspension. If a short-term suspension is extended to five (5) or more days for the same violation, the procedure for long-term suspension, including the parent's right of appeal, shall apply. Reference Student Discipline Flowchart (CI-211).

4) Hearing procedures for Short-Term Suspension (four days or less)

- a. The principal will inform the student of the violation and the substance of the information which supports the finding of a violation by the student.

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

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

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

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

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

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

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

#### 7) Hearing before the Disciplinary Hearing Authority

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

#### 8) Hearing before the Board of Education

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

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

- d) At the hearing, in addition to providing the student the information indicating a violation has occurred, if the student denies the facts or events constituting a violation, then any staff member observing any such facts shall, at the student's request, personally relate the facts observed with student present at the hearing and the student or counsel shall be allowed to ask the staff member about the facts observed.
- e) At the hearing the student, parents or any legal counsel for the parents or student shall be allowed to attend and the Board may require any staff member or other person to attend all or part of the hearing if they can provide facts or assistance to determine if a violation has occurred or the proper disciplinary action. The Board of Education may issue subpoenas for attendance of any witness at the Board hearings provided by State Law.

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

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

#### 10) Rights of Appeal

- a) The right of review will be explained to the parents and/or student at the time the principal and/or Disciplinary Hearing Authority renders his/its disciplinary decision and a copy in writing on the approved form will be given to the student and/or parent. An appeal of the principal's or Disciplinary Hearing Authority's decision shall be made by notifying the principal or Disciplinary Hearing Authority in writing within five (5) days of the date after disciplinary decision. If the fifth day falls on a non-staff day, then the last day to appeal shall be the next school staff day or the fifth day after the last regular school day of the year, whichever occurs first.
- b) No request for appeal taken under the provisions of Knox County policy shall have the effect of staying, postponing or otherwise delaying the effective date of the suspension imposed by the principal and/or Hearing Authority, except for handicapped students (refer to 504/IDEA manual for instruction).

#### 11) Dangerous or Disruptive Students

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

#### 12) SUGGESTED FACTORS OF CONSIDERATION IN DISCIPLINARY PROCEEDINGS:

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

- a) The nature of the offense.
- b) Interpretation of policy is left to the discretion of the principal. Common sense and what is considered as "being reasonable" is strongly recommended.
- c) The age of the student.
- d) The level of awareness of the student and any developmental aspects of the student that could be significant.
- e) Any physical or medical conditions which could have a significant influence on the student's

actions.

f) The prospects for rehabilitation of the student.

g) The nature and kinds of intervention strategies which would benefit the student and/or family and school and community resources which could provide the needed services.

h) Are you consistent in your practices?



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

**Reference Policy Handbook:**

1) MISBEHAVIORS: LEVELS I, II, III, IV (Policy Handbook – J-190)

- a) examples are NOT an exclusive listing
- b) under Disciplinary Procedures: (add to the same line as follows: Disciplinary Procedures are, but not limited to:)
- c) under Disciplinary Procedures it is to be understood that listing is not in sequential order
- d) omit (simple) from Fighting
- e) add the word Assault under Fighting

2) Additional Guidelines

- a) A student MAY (shall not) be suspended (solely) because charges are pending against him/her in juvenile or other court (reference #12 TCA 49-6-3401, 07/01/95)
- b) student to be admitted (felony charge discovered); principal may follow with suspension/expulsion in reference to TCA 49-6-3401

3) Refer to J-193 Student Suspensions for process

4) Zero Tolerance – refer to J-194

Principal responsible for implementation.

Knox County Schools, An Administrator's Guide to Discipline Under 504 and IDEA. Supplementary Student Services Department.

Knox County Schools, Discipline Procedures Manual.

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

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

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

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

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

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

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

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

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

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

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

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

2) Second offense: suspension up to ten (10) days

Policy carry over to graduation

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

Policy carry over to graduation.

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

Tobacco: Refer to J-220

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

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

1) Refer to Flow Chart

- 1 2) Step back and examine every case (let common sense and what is considered reasonable judgment  
2 prevail)
- 3
- 4 3) Be CONSISTENT in HOW you apply the rules
- 5
- 6 4) Due Process ALWAYS takes place / Make a distinction between the Investigator and the Hearing  
7 Officer in every case.
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- 9 5) Discipline of Disabled Students: Refer to Guide to Discipline under 504 and IDEA for process  
10 and direction
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Category:	Procedure:	
<b>Students</b>	<b>Zero Tolerance Expulsions</b>	
Descriptor Code:	Issued Date:	Revised Date:
<b>AP-J-194</b>	<b>October 2003</b>	

A student who commits a zero tolerance violation is subject to expulsion from school for a period of not less than one calendar year except that the Superintendent may modify the expulsion on a case by case basis. TCA 49-6-3401(g)

1. Unless the student's continued presence in the school, class or school-related activity presents an immediate danger to the student or other persons or property, no principal shall suspend any student until that student has been advised of the nature of his misconduct, questioned about it, and allowed to give an explanation.

2. Upon suspension of any student, including suspension until a hearing to which parent(s) is invited to attend may be scheduled, the principal shall make an immediate attempt to contact the parent or guardian to inform them of the suspension. The student shall not be sent home before the end of the school day unless the parent or guardian has been contacted.

3. If the initial hearing results in suspension of four (4) days or fewer pending the discipline hearing and subsequent recommendation for expulsion, the decision of the principal for a short-term suspension shall be final and is not appealable above the school level. However, the parent may request a review of the suspension record for procedural correctness.

4. The principal shall notify the parent or guardian and Superintendent in writing:

- a. Of the suspension, the cause for it, and the possibility of a recommendation for expulsion under zero tolerance; and
- b. A request for a meeting with the parent or guardian, student and principal, to be held as soon as possible, but no later than five (5) days following the out of school suspension.

5. At the scheduled meeting, whether or not attended by the parent/guardian or the student, the principal shall state that the suspension will continue until the principal's recommendation for expulsion under zero tolerance may be acted upon.

6. The principal shall immediately give oral and written notice to the parent or guardian and the student of the right to request an appeal as to the guilt or innocence of the student and shall inform them that:

- a. The Superintendent may, on a case-by-case basis, modify the length of the expulsion; and
- b. All cases will be reviewed for possible modification.
- c. All cases will be reviewed to determine whether the student shall be removed from school attendance at the location where the violation occurred or removed from school attendance altogether. In addition, the principal shall provide forms for the parent/guardian, the student, or any person designated by the student to give written information related to the event. Such documents must be submitted to the Office of the Superintendent within five days of the hearing with the principal.

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

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

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

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

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

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

Knox County Schools, Discipline Procedures Manual.

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

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

1. The principal shall be in charge, and the personnel handling the dogs shall operate under the principal's jurisdiction while on schools grounds.

2. The principal and dog handlers shall follow procedures intended to maintain a true chain of evidence while at the same time protecting the physical safety and due process rights of students and school personnel.

3. The principal shall recommend a time for the sweep search, giving consideration to the optimum time for detecting the contraband drug with minimum disruption to the school operation. When the time is set, Knox County School Security shall alert school personnel specifically assigned in the search.

4. School personnel and/or security officers may be used to block access to the search area by students and other unauthorized persons during the time devoted to the sweep.

5. Dog handlers shall work the dogs as rapidly as practical up and down the area of lockers or vehicles in the secured areas. Any locker or vehicle that is identified as containing illegal drugs shall be marked. Upon completion of the sweep the dog handling team will exit the school property, and school personnel shall stand by the marked locker or vehicle until the principal completes the next step.

6. The principal shall summon the student responsible for the identified locker or vehicle, if said student is known and on the premises, and request the student to open the door. If refused by the student, or if the responsible student is unknown or not on school premises, the principal may forcibly enter the locker or vehicle.

7. If contraband is found, the principal shall document it as to locker number or vehicle license number, the name of the student assigned to the locker or operating the vehicle, the time and date, the location of the contraband in the locker or the vehicle, what the contraband is believed to be, and how is it packaged. The contraband will then be placed in a clear bag and marked with the time, date, student's name, school and

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

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

(Refer to guideline on notifying Knox County Security.)



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

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

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

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

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

1 At the completion of the search, the sergeant or other supervisor in charge shall report any findings to the  
2 school principal or the principal's representative. The Chief of the Security Division shall report any  
3 findings and the number of students search to the Chief Operating Officer and the Director of Schools.  
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44 Legal References:  
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- 46 1. T.C.A. § 49-6-4203(a).
- 47 2. T.C.A. § 49 -6-4203(e)(2).
- 48 3. T.C.A. § 49-6-4204(a).
- 49 4. T.C.A. § 49-6-4207.

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

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- 2 Refer to policy.
- 3
- 4 Always provide for due process.
- 5
- 6 For consistency, administrators agree that the following discipline be imposed:
- 7   1) First offense: Minimum suspension of two (2) days
- 8   2) Second offense: Minimum suspension of four (4) days
- 9   3) Third offense: Long term suspension recommended of five (5) or more days.
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- 11 Offenses do not carry over to the next school year.
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- 13 If school administrators have reasonable, educationally sound alternative programs for tobacco
- 14 cessation, they may utilize them.
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- 16 Knox County Schools, Discipline Procedures Manual.
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Category:	Procedure:	
<b>Students</b>	<b>Use of Personal Communication Devices in School</b>	
Descriptor Code:	Issued Date:	Revised Date:
<b>AP-J-240</b>	<b>June 1997</b>	

- 1
- 2 Refer to policy.
- 3
- 4 Always provide for due process.
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- 6 For consistency, administrators agree that the following discipline be imposed:
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- 8 1) First offense: return collected items to parent/guardians.
- 9 2) Second offense: minimum suspension of two (2) days (forfeiture of communication devices).
- 10 3) Third offense: minimum suspension of two (2) days (forfeiture of communication devices).
- 11 4) Continuation of suspension process with parental meetings upon readmission to school.
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Category:	Procedure:	
<b>Students</b>	<b>Bus Conduct</b>	
Descriptor Code:	Issued Date:	Revised Date:
<b>AP-J-250</b>	<b>June 1997</b>	<b>February 1999</b>

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

2 9. School personnel should have the responsibility for actions that violate the code of conduct at designated  
3 bus stops during a reasonable time period. If a question arises over time period or responsibility, contact  
4 school security for assistance.  
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44 This policy references "Student Management" pp. 2-4 in Bus Operator's Handbook.

45 Lines 4-5 — please reference with pp. 2-4 in Knox County Bus Operators Handbook.

46 NOTE: All IDEA and 504 students' IEP's, 504 Plans, Behavior Management plans, etc. supersedes bus discipline rules and procedures.  
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Category:	Procedure:	
<b>Students</b>	<b>Technology Device Returns</b>	
Descriptor Code:	Issued Date:	Revised Date:
<b>AP-J-270</b>	<b>January 2021</b>	

## PURPOSE

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

## PROCEDURE

- The onsite device manager will send the following information to the Computer Repair Team Leader or his/her designee at [computerrepair@knoxschools.org](mailto:computerrepair@knoxschools.org):
  - Student/staff member's name
  - Student/employee ID number
  - Asset tag number
  - Device(s)' serial number(s)
 He or she will then lock the device and change the status to "locked per school admin" in the Incident IQ software.
- The onsite device manager will contact the individual who accepted the Technology Device Agreement(s) and request that he or she return the device(s) to the school within one (1) week.
  - Calls and emails will be documented via action items in Incident IQ.
  - After three (3) unsuccessful attempts at contact, the device(s) will be deemed stolen. The onsite device manager will file a police report and change the status of the device to "stolen" in Incident IQ.
- If a student or staff member is unable to return the device(s) to school, the onsite device manager will email the Computer Repair Team Leader or his/her designee at [computerrepair@knoxschools.org](mailto:computerrepair@knoxschools.org). He or she will send a prepaid shipping box so that the device(s) can be mailed back to the computer repair shop. The device(s) must be postmarked within one (1) week.

## PENALTY

- If the device(s) are not returned within the allotted timeframe, the device(s) will be deemed stolen. The onsite device manager will file a police report and change the status of the device to "stolen" in Incident IQ.
- If student device(s) are not returned, KCS Board Policy J-560 Student Fees and Fines allow for the following:

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

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

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

## **FINAL DISPOSITION**

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



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

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

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

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

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

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

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

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

## **GUIDELINES**

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

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

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

47 T.C.A. § 49-5-415 (e) - (f).  
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Category:	Procedure:	
<b>Students</b>	<b>Private Practitioners</b>	
Descriptor Code:	Issued Date:	Revised Date:
<b>AP-J-359</b>	<b>10/23</b>	<b>6/24</b>

Pursuant to Board Policy J-359 “Private Practitioners,” parents or legal guardians may choose to independently contract with private practitioners to access additional medical services which are outside of the student’s educational program. Knox County Schools welcomes private practitioners entering the school to help improve the health and wellbeing of students.

This procedure outlines the request process to authorize a private practitioner to administer medical services to a student on campus during the school day, and how authorized private practitioners are to conduct themselves while on school premises for this purpose. All such requests for authorization must be initiated by a parent or legal guardian via the Private Practitioner Portal on the [KCS Health Services webpage](#). The Private Practitioner Portal will open each year on July 1st for submissions for the upcoming school year. Private practitioners who provide services under a separate Memorandum of Understanding with Knox County Schools are not necessarily governed by this Administrative Procedure and should consult their own Memorandum of Understanding, other KCS policies and procedures which may apply, and the executive principal of the school they are accessing to determine what expectations may apply.

The following documentation must be submitted by parents/guardians on the Private Practitioner Portal. All requested documents must be scanned and uploaded as PDFs.

- Private Practitioner Request Form
- Medical Release Form
- Parent Consent Form
- A signed Letter of Necessity

After all necessary documentation has been submitted by the parent or guardian (on or after July 1), private practitioners who will access the school virtually or in person should contact KCS Human Resources to schedule a TBI fingerprinting and drug screening to complete the necessary background check requirements. Private practitioners will be notified of the results of their background check by KCS Human Resources. Practitioners must also create an account on the Private Practitioner Portal on the KCS Health Services webpage to submit the following documentation:

- Signed Private Practitioner Agreement
- Photo to be used on school identification badge
- Proof of liability insurance\*
- Medical treatment plan\*\*
- Proof of up-to-date certification/licensure
- Certificate of insurance
- Completed Request to Provide Live Remote Services (if remote access is desired)

*\*Insurance coverage must provide for the requested practitioner’s medically-required services during the school day.*

*\*\*Treatment plans are reviewed and maintained by KCS Health Services and are not intended for distribution or use beyond this department.*

KCS Health Services will review all submitted documentation and coordinate with the principal at the relevant school to confirm that the requested services will not interfere with the educational process for the student involved or their peers. Knox County Schools reserves the right to deny any private practitioner access to KCS campuses either temporarily or permanently where, in the school system's discretion, such access interferes with the safety or privacy of KCS students, violates this or other KCS policies or procedures, or interferes in any way with the educational environment and processes of the school. Examples of services which could create an interference with the educational environment and processes of the school include but are not limited to certain invasive medical procedures, services which would remove a child from their least restrictive environment as determined by a student's IEP team, therapeutic services which are overly loud or distracting for the planned setting, and any service which includes isolation or restraint of a student.

Nothing in this procedure pertains to the behavior of students receiving services. Student discipline policies are located in Section J of the Knox County School Board Policies.

## **NOTIFICATION OF INITIAL CONFIRMATION OR DENIAL**

KCS Health Services will notify the parent or guardian when their request has been confirmed. If it is determined that the requested services would create an irreconcilable interference with student safety, student privacy, the educational environment and processes of the school, or the school's ability to supervise its students, KCS Health Services will notify the parent or guardian with a letter of denial.

## **STATEMENT OF GRIEVANCES AND APPEALS**

Parents/legal guardians who receive a letter of denial may choose to appeal the decision. Appeals should begin with the submission of a written statement of grievances submitted to the Director of Student Supports. The Director of Student Supports will review the submitted grievances and provide a written response within fifteen (15) business days. All subsequent requests for appeal shall be submitted in the following order:

1. Assistant Superintendent of Student Success
2. Director of Schools
3. Board of Education

Requests to appeal should be submitted to the appropriate office within fifteen (15) days from the issuance of the decision being appealed. Requests for appeal filed with the Board of Education will be heard within sixty (60) days from the date the request is received.

## **CONFLICT RESOLUTION PROCEDURE\*\*\***

Due to changing environmental conditions and educational requirements in schools, executive principals have the authority and discretion at all times to direct any private practitioners accessing their building pursuant to KCS Policy J-359 as to which school settings practitioners may access and at what times. Executive principals also have the authority and discretion at all times to direct a private practitioner to stop engaging in any practice or behavior that the executive principal believes is dangerous, violates student privacy or dignity, or is disruptive to the educational process, even if the practitioner is otherwise approved under Policy J-359. Where feasible, executive principals shall make reasonable efforts to communicate new

rules or restrictions to private practitioners working in their buildings in a timely fashion so as to minimize last-minute disruptions or schedule changes.

In the event that a parent/legal guardian feels that a principal's direction or restriction of a private practitioner they have hired has materially disrupted their student's services on at least three separate school days during a particular nine-week period, they may appeal the principal's decision. Such appeals shall be submitted in writing to the Office of the Ombudsman, whose decision shall be final.

The decision of the executive principal shall be binding upon the private practitioner during the pendency of the appeal.

*\*\*\* Principals who believe that a private practitioner has violated law, policy, or written regulations should contact the Director of Student Supports with any proof of the alleged violation, including witness statements, and should take no action themselves beyond that which is required to ensure the immediate safety of students and staff.*

## **NOTIFICATION OF DISCONTINUATION OF SERVICES**

The employer of any approved private practitioner is responsible for notifying the Supervisor of Health Services in the event that the approved practitioner no longer works for their agency. Notification should be delivered in writing prior to the start of the next business day following the change in employment.

## **TRANSFERRING SERVICES BETWEEN KNOX COUNTY SCHOOLS**

Approved requests for privately contracted medical services will follow any student who transfers or changes schools over the course of a single school year. Both the private practitioner and the principal of the student's previous school are jointly responsible for notifying the principal of the student's new school of the student's need for private medical services while at school, within ten (10) school days of the transfer.

## **SERVICES EXTENDING BEYOND A SINGLE YEAR**

All approvals for private practitioners expire at the conclusion of each school year. Parents/legal guardians interested in requesting services for a subsequent year should submit all necessary documentation for any new requests prior to or during the following school year. Practitioners shall also be required to sign a new Private Practitioner Agreement and re-upload all required documentation (except the background check) to the Private Practitioner Portal.

Background checks, including TBI fingerprinting, are valid for five (5) calendar years for all individual practitioners who continuously provide services in Knox County Schools. Practitioners extending their services beyond five (5) years, or those who experience a break in in-school services lasting more than eight (8) months, will be required to complete a new background check.

Private practitioners need only complete drug testing once per continuous service period. Practitioners who experience a break in in-school services lasting more than eight (8) months will need to complete new drug testing.

## **PROCEDURES FOR PRIVATE PRACTITIONERS WHILE ACCESSING SCHOOL CAMPUSES**

Private practitioners are expected to follow all policies, rules, and procedures set forth by Knox County Schools, and the oral or written direction of building-level administration while present on Knox County

Schools campuses. Private practitioners should be particularly cognizant of the following procedures:

1. Private health services being provided to the student on school premises during the school day must not interfere with the education of the student receiving services or of any other student. Private practitioners are not permitted to interfere with the proper implementation of a student's Individualized Education Program ("IEP"), Section 504 Plan, Behavior Intervention Plan, or any other educational program or plan deemed necessary or appropriate by the executive principal or KCS. In order to protect their right to be educated in the least restrictive environment appropriate, students may not be removed more than momentarily from the educational environment with their peers in order to access private services.
2. Private practitioners accessing Knox County Schools under this policy are not permitted to exact discipline of any kind on any student while on school premises. Student discipline while at school remains the sole responsibility of Knox County Schools staff and administration.
3. In no circumstance shall any private practitioner isolate or restrain a child under their care while on school premises, nor shall they direct any other person to do so. Violation of this procedure may result in immediate termination of access privileges to KCS schools. KCS staff are likewise not permitted to request such an action by any private practitioner. In the event that a student in crisis must be placed in isolation or restrained, private practitioners should not follow the child into any space designated for isolation of students in crisis.
4. In no circumstance shall any private practitioner perform any type of corporal punishment on a student while on school premises, nor shall they direct any other person to do so. Violation of this procedure may result in immediate termination of access privileges to KCS schools. KCS staff are likewise not permitted to request such an action by any private practitioner.
5. Prior to commencing services for a student in a new school, private practitioners should schedule a meeting, which may be virtual, with the school's executive principal or their designee. Private practitioners and building-level administration shall collaborate to determine a service schedule. This service schedule shall be written out and included in the student's educational record. The service schedule need not contain any private health information beyond the days and times that services will be provided, and whether they will be provided remotely.
6. KCS staff are ultimately responsible for the care of all students while at school, and shall make all decisions about the student's education, including but not limited to student safety, behavioral interventions, and discipline.
7. All private practitioners must check in with the front office and classroom teacher at the Beginning and end of each session. In the event that services are being provided remotely, the provider accessing the school remotely must check in with front office staff and the classroom teacher via videoconference at the beginning of each session by providing their name and destination and displaying their KCS-provided identification remotely using their device's camera.
8. Private practitioners who wish to provide remote services to a particular student must receive additional, separate authorization from KCS Health Services to do so. Such authorization may be requested via submission of a completed Request to Provide Live Remote Services, signed by all necessary parties.



- 1 9. In no circumstance shall any private practitioner photograph or record any student or staff member  
2 while on campus. Violation of this procedure may result in immediate termination of access  
3 privileges to KCS schools.  
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- 5 10. In the event that a private practitioner, having received prior approval for remote access under the  
6 process outlined above, chooses to access a KCS school remotely as part of a health service, the  
7 practitioner shall not permit themselves to be visible on camera while students other than the student  
8 receiving services are present, nor shall they permit themselves to be heard by students other than  
9 the student receiving services.  
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- 11 11. In order to protect our students' privacy and promote opportunities for student socialization, remote  
12 private health services will generally not be allowed to take place in school common areas which  
13 receive significant traffic, such as hallways, cafeterias, playgrounds, and gymnasiums.  
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- 15 12. Knox County Schools will not be responsible for facilitating remote access for services during the  
16 school day. Any practitioner accessing schools under KCS Policy J-359 shall be fully responsible  
17 for any and all logistical concerns relating to remote access services. In no event shall a child be  
18 removed from the educational environment or supervision of KCS staff to receive remote services,  
19 nor will KCS commit to providing designated spaces or technology to facilitate such services. Private  
20 practitioners may utilize KCS guest wifi connections where available, and should reach out to  
21 building-level administration to obtain any necessary passcodes to do so.  
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- 23 13. Knox County Schools administration and staff are coordinating with our students' private  
24 practitioners to promote student wellbeing while at school. Any private practitioner who has  
25 questions about any of these procedures or would like clarification or planning assistance in  
26 providing services in a way that does not interfere with the educational environment or processes of  
27 a school is encouraged to reach out to the building-level principal.  
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29 A copy of this administrative procedure shall be provided to each private practitioner who applies to access  
30 Knox County Schools under Knox County School Board Policy J-359.  
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Category:	Procedure:	
<b>Students</b>	<b>School Athletic Clubs</b>	
Descriptor Code:	Issued Date:	Revised Date:
<b>AP-J-460</b>	<b>May 2010</b>	<b>August 2013</b>

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