

# KNOX COUNTY SCHOOLS ADMINISTRATIVE PROCEDURES

## Section A – School District Organization

Descriptor	Procedure Title	Issued	Revised
AP-A-141	School Cancellation Due to Inclement Weather	December 2008	October 2024
AP-A-142	School-Aged After School Child Care Program	June 1997	October 2003

## Section B – School Board Operations

Descriptor	Procedure Title	Issued	Revised
AP-B-162	Submission of Items for Board of Education Agendas	March 2016	May 2024
AP-B-171	Complaints and Appeals to the Board	March 2018	October 2024
AP-B-210	Open Records Requests	October 2016	October 2024
AP-B-230	Issuance and Maintenance of No Trespass Orders	August 2023	

## Section C – General School Administration

Descriptor	Procedure Title	Issued	Revised
AP-C-210	Visitors to the Schools	June 1997	April 2025

## Section D – Fiscal Management

Descriptor	Procedure Title	Issued	Revised
AP-D-100	Unclaimed Property	April 2016	
AP-D-120	State and Federal Aid Eligibility Determination	June 1997	August 2001
AP-D-130	Gifts and Bequests	June 1997	February 1999
AP-D-140	Receipt of Funds at School Level	June 1997	August 2001
AP-D-141	Investment of Funds at School Level	June 1997	August 2001
AP-D-150-1	Deposit of Funds	June 1997	February 1999
AP-D-150-2	Returned Checks	August 2001	
AP-D-170	Accounting System	June 1997	August 2001
AP-D-171	Financial Reports	August 2001	
AP-D-172	Audits	June 1997	August 2001
AP-D-180	Petty Cash Accounts	June 1997	August 2001
AP-D-190	Payroll	June 1997	August 2001
AP-D-200	Expenses and Reimbursements	June 1997	August 2001
AP-D-210	Inventory and Asset Management	June 1997	October 2021
AP-D-220-1	Surplus Property	June 1997	February 1999
AP-D-220-2	Discarding/Accepting Surplus Property	June 1997	October 2003
AP-D-230-1	Purchasing	June 1997	May 2011
AP-D-230-2	Fuel Purchasing	June 2015	September 2023
AP-D-232-1	Purchase Requisitions	June 1997	August 2001
AP-D-232-2	Purchase Orders and Contracts	June 1997	August 2001
AP-D-240-1	Student Activity Funds Management	June 1997	August 2001
AP-D-240-2	Re-Allocation of Student Activity Funds	December 2001	
AP-D-250	School Support Organizations	June 2008	
AP-D-260	Vendor Relations	June 1997	August 2001
AP-D-270	Grants Management	March 2016	July 2016

# KNOX COUNTY SCHOOLS ADMINISTRATIVE PROCEDURES

## Section E – Business Management

Descriptor	Procedure Title	Issued	Revised
AP-E-100-1	Distribution Center Ordering	June 1997	August 2024
AP-E-100-2	Truck Driver Services	June 1997	August 2001
AP-E-110-1	Emergency Calls for School Buildings/Campus Issues	June 1997	May 2011
AP-E-110-2	Major Maintenance Projects - Physical Plant Upgrades	June 1997	May 2011
AP-E-110-3	Site Construction and Renovation Projects	June 1997	January 2009
AP-E-110-4	Asbestos Management	June 1997	October 2003
AP-E-110-5	Asbestos Safety	June 1997	October 2003
AP-E-110-6	Checking for Asbestos	June 1997	February 1999
AP-E-110-7	Dust Mop Delivery	June 1997	October 2003
AP-E-110-8	Energy Management Scheduling	June 1997	October 2003
AP-E-110-9	Overtime Procedures/Requirements for Custodians	June 1997	February 1999
AP-E-110-10	Pest Control	June 1997	October 2003
AP-E-120-1	Safety-Acknowledge and Release	June 1997	January 2009
AP-E-120-2	Safety-Maintenance Construction Projects	June 1997	
AP-E-120-3	Notification of Potentially Hazardous Conditions - Interior Paint and Refinish	June 1997	
AP-E-120-4	Notification of Potentially Dangerous Conditions - Vegetation Spraying	June 1997	February 1999
AP-E-121	Fire Regulations and Procedures	June 1997	August 2001
AP-E-122	Emergency Preparedness Plan	August 2001	
AP-E-123	Crisis Management	August 2001	January 2009
AP-E-130-1	Community Use of School Facilities	June 1997	October 2021
AP-E-130-2	Scheduled Use of School Facilities	June 1997	February 2014
AP-E-140	Work Order Requests	June 1997	October 2008
AP-E-150-1	School Security Division	September 2020	
AP-E-150-2	Key, Proximity Card, and Access Code Procedure	July 2016	September 2023
AP-E-160	Traffic and Parking Controls	August 2011	
AP-E-170	Student Transportation Management	June 1997	October 2008
AP-E-171	Scheduling and Routing	June 1997	October 2008
AP-E-172-1	Contracted Bus Service	June 1997	October 2008
AP-E-172-2	Duties and Qualifications of Bus Drivers	June 1997	
AP-E-172-3	Duties of Driver Assistants	June 1997	
AP-E-173	Use of Privately-Owned Vehicles	June 1997	October 2008
AP-E-191	School Nutrition Program Charges	September 2019	
AP-E-200	Insurance Management	June 1997	
AP-E-201	Employee Accidents and Workers' Compensation	June 1997	August 2001

## Section F – Facility Expansion Program

Descriptor	Procedure Title	Issued	Revised
AP-F-110	Third-Party Funded Construction	September 2015	October 2021
AP-F-140-1	Naming Facilities	February 2021	
AP-F-140-2	School Mascots and Other School Identifiers	February 2021	May 2022
AP-F-150	New Capital Improvement Project Planning	April 2025	

# KNOX COUNTY SCHOOLS ADMINISTRATIVE PROCEDURES

## Section G – Human Resources

Descriptor	Procedure Title	Issued	Revised
AP-G-100	Employee Threat Assessment Protocol	February 2011	July 2021
AP-G-130	Evaluation Grievances	July 2012	
AP-G-180	Placing Information in Personnel Files	June 1997	January 2009
AP-G-212-1	Criminal History Records Information	November 2018	
AP-G-212-2	Reporting Arrests and Convictions	November 2018	
AP-G-280	Qualifications and Duties of Teachers	August 2019	
AP-G-290-1	Application Process and Hiring of Professional Personnel	June 1997	July 2021
AP-G-290-2	Hiring Athletic Coaches	June 1997	July 2021
AP-G-290-3	Hiring Maintenance Personnel	June 1997	January 2009
AP-G-290-4	Hiring Custodians	June 1997	November 2018
AP-G-290-5	Hiring Food Service Employees	June 1997	January 2009
AP-G-290-6	Hiring Instructional Assistants	June 1997	January 2009
AP-G-290-7	Hiring Secretaries	June 1997	January 2009
AP-G-290-8	Hiring Non-Faculty Athletic Coaches	June 1997	January 2009
AP-G-320	Tuition Assistance	May 2008	January 2009
AP-G-330	Tenure	July 2021	
AP-G-331	Non-Tenure	February 2016	July 2021
AP-G-360	Filling of Existing Vacancies and Transfers	June 1997	January 2009
AP-G-370	Administrative Suspension or Reassignment of an Employee Pending Investigation	December 2010	July 2021
AP-G-420-1	Determining Reasonable Accommodations	June 1997	July 2021
AP-G-420-2	Work Schedule of Custodians	June 1997	
AP-G-460	Administrative Leave	June 1997	September 2003
AP-G-461	Sick Leave	June 1997	July 2021
AP-G-462	Personal and Professional Leave	June 1997	September 2003
AP-G-463-1	Education Leave	June 1997	September 2003
AP-G-463-2	Child Care and Maternity Leave	June 1997	July 2021
AP-G-463-3	Administrative Leave Without Pay	August 2013	July 2021
AP-G-463-4	Long Term Leave of Absence	July 1995	October 2008
AP-G-470	Substitute Teachers	June 1997	July 2021
AP-G-510	Evaluation of Classified Employees	June 1997	July 2021
AP-G-520	Dismissal of Classified Personnel	July 2021	
AP-G-570	Time Schedules of Classified Personnel	June 1997	May 2008

## Section H – Negotiations

*Section H of the Knox County Board of Education Policy Manual was rescinded when the Professional Educators Collaborative Conferencing Act (PECCA) replaced the Education Professional Negotiation Act (EPNA) effective June 1, 2011. For policy information regarding PECCA, see Board Policy G-110 "Collaborative Conferencing."*

## Section I – Instructional Goals and Objectives

Descriptor	Procedure Title	Issued	Revised
AP-I-110	Family Life Instruction	August 2011	
AP-I-123	Academic Acceleration in Grades K-8	April 2025	
AP-I-133	Senior Classification	May 2016	March 2022
AP-I-160	Special Education	June 1997	
AP-I-171-1	Interscholastic Athletics	June 1997	
AP-I-171-2	Homeschool Students Participation in Interscholastic Athletics	August 2011	March 2014

# KNOX COUNTY SCHOOLS ADMINISTRATIVE PROCEDURES

## Section I – Instructional Goals and Objectives (continued)

Descriptor	Procedure Title	Issued	Revised
AP-I-171-3	Concussion Guidelines	February 2014	
AP-I-172	Interscholastic Sports Examination	January 2009	
AP-I-190	Organization for Instruction	June 1997	
AP-I-211	Selection of Instructional Materials Other than Textbooks	August 2013	April 2025
AP-I-212	Reconsideration of Instructional Materials and Textbooks	June 1997	April 2025
AP-I-220-1	Access to Electronic Media	December 1998	
AP-I-220-2	Acquisition of Technology Resources	September 2001	
AP-I-220-3	Use of Technology Resources	September 2001	
AP-I-220-4	Electronic Mail	September 2001	
AP-I-220-5	File Servers	September 2001	
AP-I-221	Web Pages	December 1998	September 2001
AP-I-231	Use of Copyrighted Materials in Educational Settings	November 2023	
AP-I-241-1	School Library Collection Development	September 2022	April 2025
AP-I-241-2	School Library Councils	April 2025	
AP-I-250	Off-Campus Trips	December 2021	
AP-I-260	School Volunteers	September 2012	October 2013
AP-I-280	Title I	June 1997	
AP-I-310	Reporting Student Progress	June 1997	
AP-I-340	Promotion, Retention, Acceleration	June 1997	
AP-I-383	Test Security	June 1997	
AP-I-450	Public Charter Schools	October 2023	

## Section J – Students

Descriptor	Procedure Title	Issued	Revised
AP-J-120	Attendance	June 1997	January 2020
AP-J-122	Compulsory Attendance	June 1997	February 1999
AP-J-130-1	Home Schools	June 1997	
AP-J-130-2	Granting Course Credit for Home School Students Entering a Knox County High School	June 2008	
AP-J-140	Homeless Students	May 2003	April 2014
AP-J-150	School Admissions	June 1997	February 1999
AP-J-151	Student Assignment	June 1997	January 2002
AP-J-152	Student Transfers within the System	June 1997	August 2024
AP-J-170	Release During School Hours	June 1997	October 2001
AP-J-181	Procedural Due Process	June 1997	February 1999
AP-J-190	Discipline Procedure	June 1997	October 2003
AP-J-193	Student Suspensions	June 1997	October 2003
AP-J-194	Zero Tolerance Expulsions	October 2003	
AP-J-200	Interrogations and Searches	June 1997	February 1999
AP-J-220	Use of Tobacco	June 1997	
AP-J-240	Use of Personal Communication Devices in School	June 1997	
AP-J-250	Bus Conduct	June 1997	February 1999
AP-J-280	Alternative School Programs	June 1997	October 2003
AP-J-281	Alternative School Services	October 2003	
AP-J-355	Guidelines for Managing Life-Threatening Allergies	July 1995	July 2014
AP-J-359	Private Practitioners	October 2023	June 2024
AP-J-460	School Athletic Clubs	May 2010	August 2013