

Hamilton County Department of Education  
Policy Committee Meeting  
November 12, 2024 6:00 PM  
3074 Hickory Valley Road  
Chattanooga, TN 37421

I. Call to Order

II. Review of Policies Between First and Second Reading

3.205 Security

5.802 Qualifications and Duties of the Director of Schools

6.309 Zero Tolerance Offenses

3.201 Safety

3.202 Emergency Preparedness Plan

3.203 Crisis Management

3.206 Community Use of School Facilities

3.400 Student Transportation Management

3.401 Scheduling and Routing

3.402 Special Use of School Buses

3.405 Owner Operator Bus Service

3.503 Food Services Employee Health Policy

III. Review of Policy 1.601, Administrative Procedures

IV. Review of Policy 1.501, Visitors to the Schools

V. Review of Policy 2.805, Purchasing

VI. Review of Policy 4.301, Field Trips and Excursions

VII. Adjourn

# Hamilton County Board of Education

Monitoring: Review: Annually in October	Descriptor Term: <b><u>Security Securing Facilities</u></b>	Descriptor Code: <b>3.205</b>	Issued Date: 11/15/18
		Rescinded:	Revised: <b>11/21/24</b>

1  
2 The director of schools shall establish procedures as required to adequately protect school property which  
3 shall include, but not be limited to:

- 4
- 5 1. Closing and securing teacher work areas when being left unattended or at the end of the day;
  - 6 2. Denying students permission to use the classrooms, laboratories, gymnasiums or other school  
7 facilities or equipment without appropriate faculty supervision;
  - 8 3. Controlling the issuance of building keys and master keys; and
  - 9 4. Developing programs which contribute to the proper care and use of school facilities and  
10 equipment.

11  
12 The principal shall call School Resource Deputies/Officers, School Safety Officers, and/or law  
13 enforcement officials in cases involving illegal entry, theft or vandalism.

14  
15 The principal shall notify the director of schools within 48 hours after each case of vandalism, theft,  
16 building damage and illegal entry.

17  
18 The director of schools, or his/her representative, is authorized to sign a criminal complaint and to press  
19 charges against trespassers, perpetrators of vandalism against school property.

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Legal References:

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Cross References:  
Visitors to the Schools 1.501

# Hamilton County Board of Education

Monitoring: Review: Annually in September	Descriptor Term: <b>Qualifications and Duties of the Director of Schools</b>	Descriptor Code: <b>5.802</b>	Issued Date: 07/12/12
		Rescinded:	Revised: <b>11/21/24</b>

1  
2 **QUALIFICATIONS:**

- 3  
4 1. A professional educator's license  
5 2. A master's degree in education with preference for a doctorate degree  
6 3. Three years of successful experience in school administration  
7 4. Such other qualifications as the Board deems desirable  
8

9 **REPORTS TO:** The Board of Education

10  
11 **SUPERVISORS:** All administrative and supervisory personnel in the district

12  
13 **JOB GOAL:** To provide leadership in developing and maintaining the best possible educational  
14 programs and services.

15  
16 **SCOPE OF RESPONSIBILITY:** The management responsibilities of the Director of Schools shall  
17 extend to all activities of the district, to all phases of the educational program, to all aspects of the  
18 financial operation, to all parts of the physical plant, and to the conduct of such other duties as may be  
19 assigned by the Board. The Director of Schools may delegate these duties together with appropriate  
20 authority but may not delegate nor relinquish ultimate responsibility for results or any portion of  
21 accountability.  
22

23 **ESSENTIAL FUNCTIONS:**

24  
25 **General Administrative**

- 26  
27 1. Provides leadership in identification of priorities and assures that all activities reflect those board-  
28 established priorities.  
29 2. Prepares and recommends short- and long-range plans for board approval and implements those  
30 plans when approved.  
31 3. Prepares, in conjunction with the Board Chair, agenda recommendations relative to all matters  
32 requiring board action, including all facts, information, options, and reports needed to assure  
33 informed decisions. Provides advice and counsel to the Board on matters before it.  
34 4. Attends all regular and special meetings of the Board and keeps a complete and accurate record  
35 of the proceedings of all meetings of the Board and of its official acts.  
36 5. Recommends drafts of new policies or changes to the Board, anticipates potential problems,  
37 recommends policies or courses of staff action.  
38 6. Develops administrative procedures to implement board policy and disseminates these  
39 procedures to appropriate staff.  
40 7. Keeps the Board informed regarding development in other districts or at state and national levels  
41 that would be helpful to the district.

- 1 8. Ensures that all local, state/federal standards for the health and safety of the students and staff 1
- 2 are maintained and that required reports are maintained.
- 3 9. Fulfills all statutory obligations and implements the education law of the State of Tennessee and
- 4 the rules and regulations of the State Board.<sup>1</sup>
- 5

### 6 **Financial Management**

- 7
- 8 1. Provides direction to and supervision of school business functions. Encourages development and
- 9 implementation of sound business practices. Continually assesses business practices to achieve
- 10 efficiency.
- 11 2. Prepares annually a budget and submits it to the Board for approval. Presents approved budget to
- 12 the appropriate local funding body for adoption.
- 13 3. Make appropriate written reports for the Board detailing all receipts and expenditures of the
- 14 public-school funds and submit them to the local funding body.
- 15 4. Ensures that funds are spent prudently by providing adequate control and accounting of the
- 16 district's financial and physical resources.
- 17

### 18 **Personnel Administration**

- 19
- 20 1. Employs such personnel as may be necessary within the limits of budgetary provisions and
- 21 recommend to the Board teachers who are eligible for tenure.
- 22 2. Develops recruitment procedures to assure well-qualified applicants for professional and
- 23 nonprofessional positions.
- 24 3. Assigns and transfers employees as the interest of the district may dictate and reports such action
- 25 to the Board for information and record.
- 26 4. Holds meetings of teachers and other employees as necessary for the discussion of matters
- 27 concerning the welfare and improvement of the schools.
- 28 5. Communicates directly or through delegation all actions of the Board relating to personnel
- 29 matters to all and receives from employees' communications to be made to the Board.
- 30 5.6. Informs the State Board of Education of the identities of any licensed educators or educators who
- 31 have a temporary teaching permit employed by the district who have pleaded guilty or nolo
- 32 contendere, been convicted, or otherwise found guilty of an offense listed in TCA 49-5-417(c).<sup>2</sup>
- 33

### 34 **Instructional Leadership**

- 35
- 36 1. Administers as chief school executive, the development and maintenance of a positive
- 37 educational program designed to meet the needs of the community and to carry out the policies of
- 38 the Board. Ensures that a system of thorough and efficient education, as defined by state law, is
- 39 available to all students.
- 40 2. Recommends to the Board for its adoption all courses of study, curriculum guides and major
- 41 changes in tests and time schedules to be used in the schools.
- 42 3. Oversees the timely revisions of all curriculum guides and courses of study.
- 43 4. Develops guidelines and direction for monitoring the effectiveness of existing and new programs.
- 44 5. Conducts a periodic audit of the total school program and advises the Board of recommendations
- 45 for the educational advancement of the schools.
- 46 6. Seeks out available sources for grant funding to support programs and projects.

- 7. Ensures that the goals of the school system are adequately reflected in its educational program and operations.

**Community/Public Relations**

- 1. Promotes community support of the schools. Interprets district programs and services, reports plans, events and activities of interest and solicits community opinions regarding school and educational issues.
- 2. Identifies available community resources and links to social service agencies that support education and healthy child development.
- 3. Develops strategies to promote parental involvement in their children's education and provides opportunities for parent-teacher interaction.
- 4. Maintains contact and good relations with local media. Acts as the Board's spokesperson.
- 5. Ensures that the district interests will be represented in meetings and activities of municipal and other governmental agencies.
- 6. Represents the school system and its interests in community organizations, activities, and projects.

**TERMS OF EMPLOYMENT:** Twelve (12) months a year. Serves in accordance with the terms of the contract between the board and the director of schools. Salary to be determined by the Board.

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

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

Legal References:

- 1. TCA 49-2-301
- 2. TCA 49-5-417(c)

Cross References:

# Hamilton County Board of Education

Monitoring: Review: Annually in April	Descriptor Term: <b>Zero Tolerance Offenses</b>	Descriptor Code: 6.309	Issued Date: 09/15/16
		Rescinded:	Revised: <b>11/21/24</b>

1  
2 In order to ensure a safe and secure learning environment, the following offenses will not be tolerated,  
3 and in accordance with state law, any student in violation shall be expelled for a period of not less than  
4 one (1) calendar year:

## 6 **WEAPONS & DANGEROUS INSTRUMENTS**

7  
8 Students shall not possess, handle, transmit, use, or attempt to use any dangerous weapon in school  
9 buildings or on school grounds at any time, or in school vehicles and/or buses or off the school  
10 grounds at a school-sponsored activity, function, or event.<sup>1</sup>

11  
12 Dangerous weapons for the purposes of this policy shall include but are not limited to a firearm or  
13 anything manifestly designed, made, or adapted for the purpose of inflicting death or serious bodily  
14 injury or anything that in the manner of its use or intended use is capable of causing death or serious  
15 bodily injury.<sup>2</sup>

16  
17 Violators of this section shall be subject to suspension and/or expulsion from school for a period of not  
18 less than one (1) calendar year.

## 20 **FIREARMS (as defined in 18 U.S.C.§ 921)<sup>3</sup>**

21  
22 In accordance with state law, any student who unlawfully possesses a firearm on school property shall  
23 be expelled for a period of not less than one (1) calendar year. The Director of Schools shall have the  
24 authority to modify this expulsion requirement on a case-by-case basis.<sup>4</sup>

## 26 **DRUGS**

27  
28 In accordance with state law, any student who unlawfully possesses or is under the influence of any drug  
29 including any controlled substance or legend drug shall be expelled for a period of not less than one (1)  
30 calendar year. The Director of Schools shall have the authority to modify this expulsion requirement on  
31 a case-by-case basis.<sup>4</sup>

## 33 **ASSAULT**

34  
35 In accordance with state law, any student who commits aggravated assault or commits an assault that  
36 results in physical contact with any teacher, principal, administrator, any other employee of the school,  
37 or school resource office, shall be expelled for a period of not less than one (1) calendar year. The  
38 Director of Schools shall have the authority to modify this expulsion requirement on a case-by-case  
39 basis.

## 41 **THREAT BY ELECTRONIC DEVICE**

1 In accordance with state law, any student who transmits by an electronic device a credible threat to cause  
2 bodily injury or death to another student or school employee and the threat causes actual disruptive  
3 activity at the school shall be expelled for a period of not less than one (1) calendar year. The Director  
4 of Schools shall have the authority to modify this expulsion requirement on a case-by-case basis.

5  
6 **THREATS OF MASS VIOLENCE**

7  
8 In accordance with state law, any student who threatens makes a threat of mass violence on school  
9 property or at a school-related activity that a threat of assessment team deems to be valid shall be expelled  
10 for a period of not less than one (1) calendar year. The Director of Schools shall have the authority to  
11 modify this expulsion requirement on a case-by-case basis.<sup>4</sup> The director of schools or his/her designee  
12 must report any valid threat of mass violence to law enforcement.

13  
14 If the threat assessment team does not determine the threat to have been valid, then the student may be  
15 disciplined in accordance with the Code of Acceptable Behavior if the administration determines that  
16 discipline is appropriate.

17  
18 **NOTIFICATION**

19  
20 When it is determined that a student has violated this policy, the principal of the school shall notify the  
21 student’s parent or guardian in writing and the criminal justice or juvenile delinquency system as  
22 required by law.<sup>5</sup>

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Legal References:

- 38 1. TCA 39-17-1309
- 39 2. TCA 39-11-106(a)(5)(A)(B)
- 40 3. 18 U.S.C. 921
- 41 4. TCA 49-6-3401(g)
- 42 5. TCA 49-6-4209; TCA 39-17-1312

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- Cross References:
- Discipline Procedures 6.313
- Suspension/Expulsion/Remand 6.316

# Hamilton County Board of Education

Monitoring: Review: Annually in October	Descriptor Term:  <b>Safety</b>	Descriptor Code: <b>3.201</b>	Issued Date: 11/15/18
		Rescinded:	Revised: 11/21/24

1  
2 Within board policy, the principal shall develop procedures for keeping school facilities safe and free  
3 from hazards.

4  
5 All staff members shall report current and potential hazards to their immediate supervisors.

6  
7 Each principal is responsible for seeing that the practice of safety is a part of the instructional program of  
8 the school and that it is appropriately geared to students at different grade levels<sup>1</sup>.

9  
10 The program shall include:

- 11 1. Fire prevention
- 12 2. Accident prevention
- 13 3. Warning systems
- 14 4. Emergency drills (Fire, severe weather, earthquake, bomb threat, and active shooter.)
- 15 5. Emergency closings
- 16 6. Traffic safety
- 17 7. Traffic and parking controls
- 18 8. Safety inspections
- 19 9. First aid
- 20 10. A disaster preparedness plan for a nuclear or other major emergency.

21  
22 School ~~officials-administration~~ shall work in consultation with the district safety and security department,  
23 local law enforcement and first responders to develop and review safety procedures annually and update  
24 as appropriate.

25  
26 Only students assigned to the school, the staff of the school, parents of students, and other persons with  
27 lawful and valid business on the school premises shall enter onto the grounds or into the buildings of the  
28 schools during the hours of student instruction. All staff members shall report all persons appearing to be  
29 improperly on school premises to the principal<sup>2</sup>.

30  
31 The principal shall secure assistance from School Resource Deputies/Officers, ~~/~~ School Safety Officers  
32 and/or law enforcement officials when he deems ~~it~~ necessary in order to maintain order or security during  
33 the school day or during extracurricular activities at school.

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Legal References:

- 38 1. TCA 49-6-1024
- 39 2. TCA 49-6-2008

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Cross References:  
Visitors to the School 1.501

# Hamilton County Board of Education

Monitoring: Review: Annually in October	Descriptor Term: <b>Emergency Preparedness Plan</b>	Descriptor Code: <b>3.202</b>	Issued Date: 11/15/18
		Rescinded:	Revised: 11/21/24

The Director of Schools shall be responsible for developing, maintaining and acquiring Board approval of the District Emergency Preparedness Plan<sup>1</sup>, which shall include procedures for an intruder, weapon on campus, nuclear plan emergency, bomb threat, civil disturbance, earthquake, fire, tornado, or other severe weather, and medical emergencies such as pandemic flu outbreak.

Emergency preparedness drills will be developed and implemented by each principal, with approval of the Director of Schools, and when appropriate, be held in conjunction with emergency response agencies. These procedures shall be in written form and distributed to all staff, students and parents.

The principal shall be responsible for ensuring that a sufficient number of drills is conducted in order to give instruction and practice in proper actions by staff and students.

Fire Drills requiring full evacuation shall be held at least one (1) time every thirty (30) School days, with two (2) fire drills occurring during the first thirty (30) full days of the school year. Additionally, four (4) fire safety educational announcements will be conducted throughout the school year<sup>2</sup>.

- Intruder Drill: One (1) armed intruder drill shall be conducted annually in coordination with local law enforcement<sup>3</sup>.
- Incident Command Drill: Each school shall conduct one (1) incident command drill without students present to prepare school staff and law enforcement on what to expect in the event of an emergency situation in school<sup>3</sup>.
- Emergency Bus Safety Drill: Each school must conduct an emergency bus drill without students present and must prepare school staff on what is expected in the event on an emergency situation of a school bus<sup>3</sup>.
- CPR/AED: One (1) drill annually for All school personnel<sup>4</sup>.
- Each school shall conduct three (3) additional safety drills not requiring full evacuation of all persons from the building during each school year. At least one of these should be a tornado drill<sup>2</sup>.
- Results of all drills must be maintained for a minimum of five years.

~~For all schools, one fire drill requiring full evacuation shall be conducted every thirty (30) school days during the school year, with an additional fire drill requiring full evacuation within the first thirty (30) school days of operation. Additionally, four (4) fire safety educational announcements will be conducted throughout the year. Schools within the City limits of Chattanooga must conduct two (2) fire drills per month. Three (3) additional safety drills shall be given during the school year. These drills may include inclement weather, earthquake, intruder or other emergency drills that do not require full evacuation<sup>2</sup>. Active shooter drills shall be conducted at least once annually. The dates and times of these drills shall be recorded and sent to the Safety Coordinator in district Emergency Management software.~~

In the event of any threats to safety, students will be retained at school when less than one hour of warning time is given, unless parents or persons authorized by the parents pick up their children.

1 Safety/Compliance shall regularly check the quantity, locations, and conditions of fire extinguishers, and  
2 shall give all school personnel instructions in the proper use of them in their building.

3  
4 **MEDICAL EMERGENCIES/PANDEMIC FLU**

5  
6 In the event of medical emergencies, such as a pandemic flu outbreak, school officials shall cooperate  
7 and consult with the local and state health departments and other local emergency or healthcare providers  
8 in protecting students and the community from further infection. The Director of Schools shall develop  
9 procedures for health emergencies using as reference the state’s 2009~~6~~ Pandemic Influenza Response  
10 Plan<sup>3</sup>.

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Legal References:

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|----|--|---|
| 22 | <del>1. TCA 49-6-2101 through 2113; TRR/MS 0520-1-5-.01(4)</del>             |   |
| 23 | <u>1. TRR/MS 0520-01-02-.30; TCA 49-6-804</u>                                | <u>Emergency Closings 1.8011</u>                |
| 24 | <u>2. TCA 68-102-137(b)(f)</u>   | <u>Community Use of School Facilities 3.206</u> |
| 25 | <u>3. TCA 49-6-807</u>   |   |
| 26 | <u>4. TCA 49-2-122; TCA 49-6-1208; TCA 68-140-403; TRR/MS 0520-01-02-.30</u> |   |
| 27 | <u>5. Tennessee Department of Health Pandemic Influenza Response Plan</u>    |   |
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# Hamilton County Board of Education

Monitoring: Review: Annually in October	Descriptor Term: <b>Crisis Management</b>	Descriptor Code: <b>3.203</b>	Issued Date: 12/16/04
		Rescinded:	Revised: 11/21/24

1  
2 Each school and the district shall develop an Emergency Operations a Crisis Management plan for use in  
3 response to a school crisis such as suicide, gun violence, and death of a student, parent or faculty  
4 member. Within the development of such plan, each school and the district shall appoint a Crisis-School  
5 Safety Team which shall deal with specific situations, assist in decision making and disseminate  
6 information in the event of a crisis. ~~Members of each school team shall consist of the principal, school~~  
7 ~~counselor, and at least two other staff members designated by the principal.~~

8  
9 Each building-level school safety team shall be appointed by the building principal, in accordance with  
10 regulations or guidelines prescribed by the district's director of schools. Such building-level teams shall  
11 include, but not be limited to, representatives of teacher, administrator and parent organizations, and  
12 school personnel including school safety personnel, as well as community members, local law  
13 enforcement officials, local ambulance or other emergency response agencies, and any other  
14 representatives the district's director of schools deems appropriate<sup>1</sup>.

15  
16 The principal of each building shall be responsible for the development and implementation of an  
17 ~~emergency procedures~~Emergency Operations Plan which shall be distributed to building employees,  
18 parents, and members of the Crisis-Safety Team. Training for all school employees in the crisis  
19 management procedures shall be conducted annually during in-service sessions prior to the beginning of  
20 school.

21  
22 In the event of a crisis, the principal shall notify the school Crisis-Safety Team, and the appropriate  
23 district staff, including the director of schools. The principal shall also document his/her actions in  
24 regards to the management of any crisis. If he/she determines it to be necessary, the principal shall  
25 contact the appropriate emergency services (police, fire, ambulance, etc.).

26  
27 All media inquiries shall be directed to the director of schools' office.  
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33 Legal References:

- 34 1. TCA 49-6-806

Cross References:

News Releases, News Conferences and Interviews 1.503

# Hamilton County Board of Education

Monitoring: Review: Annually in October	Descriptor Term: <b>Community Use of School Facilities</b>	Descriptor Code: <b>3.206</b>	Issued Date: 07/20/17
		Rescinded:	Revised: 11/21/24

1  
2 Subject to rules and regulations that may be adopted by each principal, school facilities may be used by  
3 the public for charitable, civic, recreational, cultural, community and other purposes when not in use for  
4 a regular school day<sup>1, 2, 3</sup>. This policy sets forth the guidelines pursuant to which school facilities may be  
5 used by the public.

## 6 7 **Outdoor Facilities**

8  
9 During daylight hours on any day school is not in session, the public is permitted to access the play-  
10 grounds, outdoor basketball courts, and/or outdoor tracks of any school; provided, however, that any  
11 recognized school group shall have the right to reserve any such property for its exclusive use in  
12 accordance with procedures established by the school principal; and further provided that the principal of  
13 each school shall have the right to establish rules and regulations governing the conduct of the public on  
14 the school campus.

## 15 16 **Use of School Facilities by Groups**

17  
18 If any group wishes to use a school building or grounds or portions thereof, the group shall complete a  
19 school facilities use form available at the school office. The following terms and conditions shall apply to  
20 the use of any school facilities by any group:

- 21  
22 1. Any group seeking to use a school building or ground, athletic facility or any portion thereof  
23 must complete a school facilities use form and have it approved by the principal, Office of Risk  
24 Management, and a Community Superintendent prior to use of the facilities. All use of Facilities  
25 forms expire on June 30 and must reapply July 1 at the start of the fiscal year.
- 26 2. The school system will charge any group using the school facilities a fee to offset the school  
27 system's costs arising out of this use; provided, however, that student clubs and activities,  
28 parent/teacher associations and any recognized school support organization shall be permitted to  
29 use the school facilities without charge.
- 30 3. Any group receiving permission for use of the school facilities are restricted to the dates and  
31 hours approved unless the principal, Office of Risk Management, or a Community  
32 Superintendent approves a change in the proposed date and time of use.
- 33 4. Groups receiving permission for the use of any facilities are responsible for the observance of all  
34 rules and regulations established by the school system and the principal. Groups are also  
35 responsible for their use of the facilities and will be liable for any damage to the building or any  
36 equipment. Under no circumstances will groups allow the use of alcoholic beverages, drugs,  
37 tobacco, or profane language at any time during their use of school facilities, and no group will  
38 permit gambling in any form during its use of school facilities.
- 39 5. If a group is to use a school kitchen, at least one member of the cafeteria staff must be present to  
40 supervise the use of the cafeteria equipment. Contact the School Nutrition Department to  
41 complete their "Special Activity Function" form.

- 1       6. Each building principal is responsible for assigning a school employee to be present during a
- 2       group’s use of school facilities. The assigned employee shall be compensated for their time, and
- 3       this cost will be included in fees assessed to use school facilities. At all times, there will be
- 4       appropriate adult supervision over any use of school facilities.
- 5       7. School facilities may not be used for private profit; provided, however, that this restriction does
- 6       not prevent a group using a school facility from paying an honorarium or de minimis
- 7       compensation to someone where the payment is incidental to an otherwise acceptable public
- 8       charitable, civic, recreational or cultural use of the facilities; and further provided that a principal
- 9       may allow the operation of private daycare centers and kindergartens which provide educational
- 10      and childcare services to the community<sup>2</sup>.
- 11      8. School facilities may be used for memorial services if approved by the principal. Funeral services
- 12      are not to be held in school facilities. A funeral service is defined as any activity that includes
- 13      remains of the deceased in any form.
- 14      9. Any use of any school facility will comport with the requirements of state and federal law
- 15      including but not limited to the First Amendment to the United States Constitution.
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30 Legal References:

- 31       1. TCA 49-50-201
- 32       2. TCA 49-2-203(b)(4)
- 33       3. Lamb's Chapel v . Center Moriches Union Free School District,
- 34       113 S. Ct. 2141 (1993)

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Cross References:  
Tobacco-Free Schools 1.803

# Hamilton County Board of Education

Monitoring: Review: Annually in October	Descriptor Term: <b>Student Transportation Management</b>	Descriptor Code: <b>3.400</b>	Issued Date: 12/16/04
		Rescinded:	Revised: 11/21/24

1  
2 ~~School buses shall be maintained and operated in accordance with state law and State Board Rules and~~  
3 ~~Regulations<sup>1</sup>.~~

4 ~~To avoid the financial burden of replacing an aging bus fleet at any one time, the Board shall replace a~~  
5 ~~certain number of buses each year on a rotating basis. The use of an outside contractor may eliminate~~  
6 ~~this need.~~

7  
8 ~~The school transportation program shall be monitored daily by the principals and the manager of~~  
9 ~~transportation and subjected to periodic evaluations by them as necessary. An overall evaluation shall be~~  
10 ~~conducted by the manager of transportation on or before November 1 and June 15 of each school year,~~  
11 ~~and a summary report of same submitted to the director of schools and the Board.~~

12  
13 ~~All buses and other vehicles owned and operated by the Board shall be given safety inspections by the~~  
14 ~~assigned driver and the transportation manager on a regular basis. The transportation manager shall~~  
15 ~~develop and maintain a safety inspection record which shall be filled out and signed by the individual~~  
16 ~~who conducts the inspection. In addition, all buses shall be available for regular state inspections. Any~~  
17 ~~defects noted by either the regular local or state inspection shall be remedied immediately.~~

18  
19 ~~All accidents, regardless of the damage involved, must be reported to the transportation manager,~~  
20 ~~including incidents in which any part of the bus rubs, scrapes or touches any other object or vehicle.~~

21  
22 ~~The director of transportation shall develop procedures for the operation of the student transportation~~  
23 ~~program.~~

24  
25 ~~Failure by a student to comply with the rules and regulations for student transportation may result in~~  
26 ~~suspension from the bus by a school administrator.~~

27  
28  
29 To better serve the diverse geography of Hamilton County, the Board of Education has contracted with  
30 different companies for the purpose of providing a system of student transportation. These companies  
31 include independent owner-operators and an approved large-scale transportation contractor. The  
32 Administration has the responsibility of developing routes for the efficient operation of the schools and  
33 assigning these routes to owner-operators and the approved transportation contractor.

## 34 35 TRANSPORTATION DIRECTOR<sup>1</sup>

36  
37 The Director of Schools shall appoint a Transportation Director for the district. He/she shall be  
38 responsible for the monitoring and oversight of the transportation services for the district and the  
39 performance of the owner-operators and the approved transportation contractor. As part of his/her  
40 duties, the Transportation Director shall develop a comprehensive manual regulating the operation of  
41 the department. This manual shall be available online.

1  
2 The Transportation Director shall complete a student transportation management training program  
3 upon appointment. Every year, the Transportation Director shall complete a minimum of four (4) hours  
4 of training annually.

5  
6 The Director of Schools or his/her designee shall ensure that training is completed and provide the  
7 Department of Education with appropriate documentation.

## 8 9 **STUDENT CONDUCT**<sup>2</sup>

10  
11 All buses and bus stops are an extension of the school. As such, students are expected to behave  
12 appropriately. Any misbehavior will be dealt with according to the Code of Acceptable Behavior and  
13 Discipline.

14 Students with disabilities may not be suspended from the bus without first considering whether the  
15 child's behavior was a manifestation of a disability and/or whether the bus suspension would impact  
16 the delivery of a free appropriate public education.<sup>3</sup>

17  
18 Bus drivers are authorized to submit a behavior referral to school administrators as appropriate.

## 19 20 **VIEWING OF BUS VIDEOS**<sup>4</sup>

21  
22 Owner-operators and the approved transportation contractors shall have district approved video  
23 cameras installed on each bus. These cameras must be activated any time students are in the bus or the  
24 bus engine is on. Video recordings must be kept and maintained for no less than 30 days.

25 Upon request, a parent or guardian may view a bus video showing his or her student. The video must  
26 be viewed in the presence of the Transportation Director or his/her designee, and the parent or  
27 guardian may not have a copy of the video.

### 28 29 30 31 32 33 34 35 36 37 38 39 Legal References:

40 1. TCA 49-6-2101 through 2113; TRR/MS 0520-1-5-.01(4)

41 2.1. TCA § 49-6-2116(a)-(c)

42 3.2. TCA § 49-6-4002(b)(9)

43 4.3. *Questions and Answers on Serving Children with Disabilities Eligible for Transportation*, Office of Special Education and  
44 Rehabilitative Services, U.S. DOE, November 2009.

45 5.4. TCA § 49-6-2119

### Cross References:

# Hamilton County Board of Education

Monitoring: Review: Annually in October	Descriptor Term: <b>Scheduling and Routing</b>	Descriptor Code: <b>3.401</b>	Issued Date: 12/16/04
		Rescinded:	Revised: 11/21/24

1  
2 All school bus routes shall be arranged in such a way as to travel the safest and most efficient route from  
3 the time the first student is picked up until the trip is complete. The director of schools or his or her  
4 designee shall have sole authority to create, assign, eliminate, revise, or combine bus routes.

5  
6 The ~~transportation manager~~Director of Transportation will be responsible for surveying all bus routes  
7 and scheduling bus transportation, including the determination of bus stops and the assignment of  
8 students<sup>1</sup>.

9  
10 Appeals of transportation decisions shall be made to the director of schools or his or her designee and  
11 then to the Board.

12  
13 Students shall not be in transit to and from school more than one and one-half hours each way<sup>2</sup>.

14  
15 Where practical, transfers may be made from one bus to another. Both buses shall be present while the  
16 transfer is in process, unless the transfer point is a school campus. Leaving students at a home or place  
17 of business for transfer shall be permitted only after approval has been obtained from the Director of  
18 Transportation~~Manager~~.

19  
20 Bus routes shall not overlap unless necessary to reach some other portion of each respective route or  
21 unless overlapping results from the necessity to travel the main highway to school centers. When more  
22 than one bus travels a main highway and each bus picks up some students along such routes, each bus  
23 shall be assigned a certain portion of the route and all students within this section shall ride the bus to  
24 which assigned.

25  
26 Once the official route is begun, stops shall only be made to take on, discharge or transfer students.  
27 Buses are not to stop at stores (or make any other non-designated stops except for emergencies) when  
28 transporting students.

29  
30 Students who ride school buses shall attend the school designated for that bus route. If a parent chooses  
31 to send his/her child to another school in the system, the parent must provide transportation to and from  
32 that school.

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36 \_\_\_\_\_  
Legal References:

1. TCA 49-6-2106; TCA 49-6-2102(a)-(c)
2. TCA 49-6-2105

36 \_\_\_\_\_  
Cross References:

# Hamilton County Board of Education

Monitoring: Review: Annually in October	Descriptor Term: <b>Special Use of School Buses</b>	Descriptor Code: <b>3.402</b>	Issued Date: 09/20/07
		Rescinded:	Revised: 11/21/24

1  
2 For purposes of Hamilton County Board policies, "extracurricular trips" shall mean "any school  
3 approved trip other than transportation of students to school in the morning and from school in the  
4 afternoon". All standard rules of student and driver conduct shall apply to all extracurricular trips. The  
5 principal will make all transportation arrangements for extracurricular trips with approved vendors. The  
6 Board may establish special rates for extended trips or in special cases.

7  
8 Only owner/operators and public carriers under contract with the Superintendent or coaching services  
9 duly approved by the Board may provide transportation for extracurricular trips.

## 10 11 **Extracurricular Trips by Contractors**

12  
13 Principals shall have discretion to request from the director of transportation a contractor or a board-  
14 approved coach service to transport students on school sponsored extracurricular trips. Notwithstanding  
15 the discretion that the school principal has whether to utilize a contractor, the principal may not offer to  
16 pay, and the contractor may not agree to accept, any more or less than the standard rate as established for  
17 each school trip.

18  
19 Whenever a contractor uses his/her bus for an extracurricular trip which is school sponsored or  
20 sanctioned by the Department of Education, the contractor will abide by the same rules and regulations  
21 required in the normal school bus route operation.

## 22 23 **Private Trips by Contractor**

24  
25 Whenever a contractor uses his/her bus for a trip that is not school sponsored or not sanctioned by the  
26 Department of Education he must abide by the following:

- 27  
28 1. Contractor will cover the words "Hamilton County Schools" on each side of the bus and the  
29 words "School Bus" on the front and rear in such a manner as not to be visible to the general  
30 public and operate his bus in any manner he desires.  
31  
32 2. Contractor shall comply with all applicable state and federal regulations for the transport of  
33 persons.  
34

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36 \_\_\_\_\_  
37 Legal References:

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36 \_\_\_\_\_  
37 Cross References:

38 Extracurricular Activities 4.300  
39 Interscholastic Athletics 4.301  
Field Trips and Excursions 4.302

# Hamilton County Board of Education

Monitoring: Review: Annually in October	Descriptor Term: <b>Owner/Operator Bus Service</b>	Descriptor Code: <b>3.405</b>	Issued Date: 09/19/19
		Rescinded:	Revised: 11/21/24

1  
2 The director of schools will contract annually with individual owners of buses to provide student  
3 transportation services<sup>1</sup>.

## 4 **RESPONSIBILITIES OF BUS OWNERS**

- 5  
6  
7 1. Each school bus and all related equipment shall be maintained in condition to operate safely at all  
8 times during the school year and shall conform to specifications as set forth by the State Board of  
9 Education<sup>1</sup> and National Highway Traffic Safety Administration.
- 10  
11 2. Each bus driver shall obey all applicable state rules and regulations.
- 12  
13 3. A school bus owner shall give 30 calendar days written notice to the Board when he/she wishes to  
14 terminate his/her bus operation contract.
- 15  
16 4. A school bus owner shall secure the approval of the director of schools or his/her designee before he  
17 may sell his bus during the period of his/her contract. The sale of a bus does not obligate the director  
18 of schools to enter into contract with the new owner.
- 19  
20 5. Each school bus owner shall have on file in the director of schools' office or his/her designee a  
21 current statement of liability and property damage insurance coverage carried on the bus, bus driver  
22 and bus contractors.
- 23  
24 6. Each school bus owner must specify for the director of schools' approval or his/her designee the  
25 name of the designated driver and at least one substitute driver of his/her bus.
- 26  
27 7. Each school bus driver shall submit to the director of schools or his or her designee, the results of his  
28 latest physical examination.
- 29  
30 8. By the end of the first month of each school year, each bus owner shall file with the director of  
31 schools or his/her designee on forms approved by the Board a report giving an accurate record of the  
32 names of all students transported on his/her bus and the school to which each student is transported.
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Legal References:

39 ~~1. TCA 49-6-2102(d) TRR/MS 0520-1-5~~  
40 ~~2.1. TRR/MS 0520-01-05 TCA 49-6-2101~~

38 \_\_\_\_\_  
Cross References:

# Hamilton County Board of Education

Monitoring: Review: Annually in October	Descriptor Term: <b>Food Services Employee Health Policy</b>	Descriptor Code: <b>3.503</b>	Issued Date: 11/19/15
		Rescinded:	Revised: 11/21/24

## PURPOSE

The purpose of the Food Service Employee Illness Reporting Policy is to ensure that all food service employees notify the “Person In Charge” (PIC) such as their Cafeteria Manager (or the Area Supervisor if the manager is not available) when they experience any of the conditions listed so that appropriate steps are taken to preclude transmission of Foodborne illness or communicable diseases.

## POLICY

The Hamilton County Department of Education School Nutrition department is committed to ensuring the health, safety, and well-being of our employees and customers and complying with all health department regulations, State of Tennessee and federal regulations<sup>1</sup>. All food service employees shall report if they are experiencing any of the following symptoms to their Cafeteria Manager or Area Supervisor:

- Diarrhea
- Vomiting
- Jaundice (yellow skin or eyes)
- Sore throat with fever of 100.0 degrees Fahrenheit or greater
- Lesions (such as boils and infected wounds, regardless of size) containing pus on the fingers, hands or wrists.

For the below conditions, the Cafeteria Manager and/or Area Supervisor will work with the Human Resources (HR) department. The HR department will partner with the Hamilton County Health Department to determine next steps prior to the employee returning to work.

Food service employees should first notify their Cafeteria Manager or Area Supervisor whenever diagnosed by a healthcare provider as being ill with any of the following diseases that can be transmitted through food or person-to-person casual contact such as:

- Salmonella Typhi (typhoid-like fever)
- Nontyphoidal Salmonella
- Shigellosis
- Escherichia coli (E. Coli)
- Hepatitis A Virus
- Norovirus
- ~~Corona Virus~~

In addition to the above conditions, food service employees shall notify their Cafeteria Manager or Area Supervisor if they have been exposed to the following high-risk conditions:

- Exposure to or suspicion of causing any confirmed outbreak involving the above illnesses.
- A member of their household is diagnosed with any of the above illnesses.
- A member of their household is attending or working in a setting that is experiencing a confirmed outbreak of the above illnesses.

**FOOD EMPLOYEE RESPONSIBILITY**

All food service employees shall follow the reporting requirements specified above involving symptoms, diagnosis and high-risk conditions specified. All food service employees subject to the required work restrictions or exclusions that are imposed upon them as specified in Tennessee law, the local Hamilton County Health Department, regulatory authority or PIC, shall comply with those requirements as well as follow good hygienic practices at all times

**PIC RESPONSIBILITY**

The PIC shall take appropriate action as specified in Tennessee Department of Agriculture State Retail Food Safety Act to exclude, restrict and /or monitor food service employees who have reported any of the aforementioned conditions. The HR department shall ensure these actions are followed and only release the ill food service employee once evidence, as specified in the food code and after the employee is cleared by the Hamilton County Health Department, is presented demonstrating the person is free of the disease-causing agent or the condition has otherwise resolved.

The PIC shall cooperate with the regulatory authority during all aspects of an outbreak investigation and adhere to all recommendations provided to stop the outbreak from continuing. The PIC will ensure that all food service employees who are employed acknowledge awareness of this policy. The PIC will continue to promote and reinforce awareness of this policy to all food service employees on a regular basis to ensure it is being followed.

Legal References:

TCA 68-14-704 (8)(A)(iii); 2009 FDA Food Code, Part 2-2 (US Department of Health and Human Services)

Cross References:

# Hamilton County Board of Education

Monitoring: <b>Review: Annually, in September</b>	Descriptor Term: <b>Administrative Procedures</b>	Descriptor Code: <b>1.601</b>	Issued Date: <b>12/16/04</b>
		Rescinds:	Issued: 10/20/22

1 The director of schools is responsible for implementing board policies and for interpreting them to staff,  
2 students and the public.<sup>1</sup>

3  
4 The director of schools or his or her designee in consultation with principals, staff members, and  
5 other persons and groups as appropriate to the topic, will develop administrative procedures as  
6 necessary to implement board policies or for the items deemed necessary for the efficient operation of  
7 the schools.<sup>2</sup>

8  
9 Within the policies and regulations of the Board and the Director of Schools the principals are  
10 authorized to establish rules and procedures for the staff and students of their schools.

## 11 **DISSEMINATION**

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13  
14 The director of schools is directed to establish and maintain an orderly plan for preserving and making  
15 accessible to all employees the administrative procedures.

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Legal References:

- 36 1. TCA 49-2-301(b)(1)(A)  
37 2. TCA 49-2-203(a)(2)  
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Cross Reference:

Qualifications/Duties of the Director of Schools 5.802

# Hamilton County Board of Education

Monitoring: Review: Annually in September	Descriptor Term: <b>Visitors to the Schools</b>	Descriptor Code: <b>1.501</b>	Issued Date: 12/16/04
		Rescinded:	Revised: 08/15/24

1 Except on occasions, such as school programs, athletic events, open house and similar public events,  
2 all visitors will report directly to the school office when entering the school and will sign in via  
3 the visitor management system whenever available. Authorization to visit elsewhere in the building  
4 or on the school campus will be determined by the principal/designee. Guest passes shall be  
5 issued for all persons other than students and employees of the school. <sup>1</sup>

6  
7 In order to maintain the conditions and atmosphere suitable for learning, no other person shall enter  
8 onto the grounds or into the school buildings during the hours of student instruction except students  
9 assigned to that school, the staff of the school or district, parents/guardians of students, and other  
10 persons with lawful and valid business on the school premises. The principal/designee, in consultation  
11 with their supervisor, has the authority to exclude from the school premises any persons disrupting the  
12 educational programs in the classroom or in the school, disturbing the teachers or students on the  
13 premises, or on the premises for the purpose of committing an illegal act.<sup>2</sup>

14  
15 The Principal/designee or other appropriate administrators shall engage law enforcement officials  
16 when he/she believes the situation warrants such measures. Any administrator who engages law  
17 enforcement officials for good cause and in the scope of his/her authority shall be provided a defense  
18 and indemnification in the event a complaint is made against the administrator for such action.

19  
20 Persons who come onto school property shall be under the jurisdiction of the site administrator/designee.  
21 Individuals who come onto school property or who contact employees on school or district  
22 business are expected to behave accordingly. The Director of Schools shall develop a Visitor Code of  
23 Conduct to be reviewed by the board attorney and then approved by the Board.<sup>3</sup> Specifically, actions  
24 that are prohibited by the Visitor Code of Conduct include, but are not limited to:

- 25
- 26 1. Excessive Cursing and use of obscenities;
- 27 2. Disrupting or threatening to disrupt school or office operations;
- 28 3. Acting in an unsafe manner that could threaten the health or safety of others;
- 29 4. Verbal or written statements or gestures indicating intent to harm an individual or  
30 property;
- 31 And
- 32 5. Physical attacks intended to harm an individual or substantially damage property
- 33

34 The Visitor Code of Conduct will be posted on the HCDE's website as well as the website for each  
35 HCDE school. Copies of the Visitor's Code of Conduct shall be provided to all school employees.  
36 Each school's entrance shall have a copy of the Visitor Code of Conduct posted prominently along with  
37 the phone number of someone in the school's administration who can answer questions about the Visitor  
38 Code of Conduct.<sup>3</sup>

39  
40 Parents/guardians shall be provided with a printed copy of the Visitor Code of Conduct on an annual  
41 basis, along with the phone number of a school administrator who can answer questions about the Code

1 of Conduct. Parent's guardians shall sign a statement annually acknowledging that they have read and  
2 understood the Visitor's Code of Conduct.<sup>3</sup>

### 5 PARENTS/LEGAL GUARDIANS WHO ARE SEXUAL OFFENDERS OR SEXUAL 6 PREDATORS

8 In the event an identified parent or legal guardian of a student is listed on the sexual offender registry,  
9 he/she can still be granted *limited* access to the building, while being escorted by school district  
10 personnel. The building administrator will decide when and where the person can go and who will  
11 supervise his/her visit.

14 Parents/guardians listed on the sexual offender registry may only be present on school property when  
15 children are present in accordance with Tennessee law and with the express permission of the School  
16 District. By state law, parents/guardians on the registry are required to notify school officials of **their**  
17 **status in writing upon enrollment of their child.**<sup>4</sup> After notification, the school administrator may  
18 allow this person on campus for official business.

- 19 • Tennessee Code §40-39-211(d)(2) allows for a parent or guardian to attend a conference for the  
20 student at the school upon written permission or a request from the school's principal and allows  
21 parents/guardians to pick up or drop off a child at the school.
- 22 •
- 23 • Failure to follow these procedures may result in parents or guardians being banned from  
24 district buildings.
- 25 • The parent or guardians will not be permitted to mingle with students or walk through the school  
26 unescorted.
- 27 • Parents/guardians who require a teacher conference shall be encouraged to do so when other  
28 children are not in class and separated from the student population.
- 29 • If the parent/guardian indicates that there is a mistake regarding their inclusion on the registry,  
30 they will be encouraged to contact the state  
31 listing their name to rectify the matter. Staff members may choose to give the parent/guardian a  
32 printout of the alert, if desired.

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#### 40 Legal References

- 42 1. TCA 49-2-303(b)(4)
- 43 2. TCA 49-6-2008; TCA 39-14-406
- 44 3. Pub. Ch. 810 (2024)
- 45 4. TCA 40-39-211(d)

- 1 Cross References
- 2 5. Security – Board Policy 3.205
- 3
- 4

# Hamilton County Board of Education

Monitoring: Review: Annually	Descriptor Term: <b>Purchasing</b>	Descriptor Code: 2.805	Issued Date: 02/10/11
		Rescinded:	Revised: 04/18/24

## General

The Hamilton County Board of Education is committed to doing business with all vendors including female, small and minority vendors, and encourages these vendors to participate in the procurement program of the Hamilton County Department of Education. The school system will purchase competitively and seek maximum educational value for every dollar expended. Authorization to purchase shall be provided by the Board and will be based on the procedures set forth in the HCS Procurement Rules Handbook and this policy. The Director of Purchasing shall serve as purchasing agent for the system-wide purchasing.<sup>1</sup> Principals shall serve as purchasing agents for individual schools.

Purchases made by anyone not authorized by the appropriate officials shall become the personal responsibility of the persons making the purchase agreement. The Board will not, under any circumstances, be responsible for payment for any material or supplies purchased by unauthorized individuals or in violation of purchase procedures.

- No person officially connected with or employed by the school system will be an agent for or have any financial compensation or reward of any kind from any vendor for the sale of supplies, materials, equipment, or service.

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

To ensure that the applicable individual responsible for a department and/or program budget ("budget manager") is responsible for the development and awarding of contracts which utilize funds from the budget for which they are responsible; the School District's Purchasing Department will not approve a Purchase Requisition to a Purchase Order unless each of the following items are completed:

- The purchase requisition must be approved by the applicable budget manager, and
- Any contract, agreement, or any other document evidencing the terms and agreement of the transaction providing the supporting documents of the Purchase Requisition must be approved by the applicable budget manager.

The Board will purchase locally whenever other conditions are comparable.

## Individual Schools

The Director of Schools or his/her designee must approve the following purchases:

- a single piece of equipment costing more than five thousand dollars (\$5,000.00)
- one that is to be attached to or one that requires alteration of the building; or
- one that will become a permanent fixture.

1 **Central Office**

2  
3 **ROUTINE PURCHASES**

4  
5 Routine purchases shall include expenditures for supplies, salaries, and routine expenditures required for  
6 operation of the school system. These expenditures shall be anticipated and provided for in the budget  
7 and will normally be authorized by the Board at the beginning of the fiscal year. The director of schools  
8 shall make all routine purchases without further Board authorization; however, the Board shall be  
9 promptly informed if any substantial variation from budgeted estimates becomes necessary.

10  
11 **EMERGENCY PURCHASES**

12  
13 The head of a User Department and/or his/her designee are authorized to purchase or lease any services,  
14 supplies, materials, or equipment in actual emergencies arising from unforeseen causes, including delays  
15 by contractors, delays in transportation, unanticipated volume of work, and acts of God. Emergency  
16 Purchases do not require public posting or competitive bidding. In the event of an Emergency Purchase,  
17 the following procedures are required:

- 18  
19 1. A record of any emergency purchase shall be made by the person or body authorizing such  
20 emergency purchase and shall specify the amount paid, the items purchased, from whom the  
21 purchase was made, and the nature of the emergency.
- 22 a. A report of any emergency purchase shall be prepared as soon as possible by the User  
23 Department and submitted to the Director of Procurement. The Director of Procurement  
24 then compiles the documentation relative to the emergency for submittal to the  
25 appropriate approval authority
    - 26 i. Emergency purchases less than \$250,000.00 shall be submitted to and ratified by  
27 the Director of Schools or his/her designee and the Executive Committee.
    - 28 ii. Emergency purchases of \$250,000.00 or more shall be submitted to and ratified  
29 by the Director of Schools or his/her designee, Executive Committee, and Board.
  - 30 b. If the purchase is of such significant magnitude as to impact on the integrity of the budget,  
31 the Director of Schools or his/her designee may seek the Board to call a special or  
32 emergency meeting of the Board to deal with the matter.
- 33 2. When requesting financial assistance through FEMA or TEMA, the User Department along with  
34 the Procurement Department must ensure compliance with procurement standards relative to  
35 FEMA or TEMA. The User Department's documentation shall be sufficient and adequately  
36 detailed to provide FEMA or TEMA with an understanding of the purchase and to allow for their  
37 respective audit reviews and potential subsequent reimbursements.

38  
39 **PURCHASING OF SURPLUS PROPERTY**

40  
41 The director of schools and other employees designated by the Board shall be authorized to act for the  
42 Board in acquiring federal surplus property through the Tennessee General Services Department for  
43 surplus property and in entering into agreements, certifications and covenants of compliance concerning  
44 the use of federal surplus property. Further, the Director of Schools or his/her designee is authorized to  
45 purchase any needed items through suppliers approved on the state bid list.

46  
47 **COOPERATIVE PURCHASING**

1  
2 HCS may participate in, sponsor, conduct or administer cooperative purchasing agreements or contracts  
3 without public posting and additional competitive bidding when such contracts or agreements are open  
4 to HCS and, in the sole discretion of the Purchasing Department, such action being in the best interest  
5 of HCS.<sup>2</sup>  
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- 21 Legal References:  
22 1. TCA 49-2-206(3)  
23 2. TCA 12-3-1205  
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Cross References:

# Hamilton County Board of Education

Monitoring: <b>Review: Annually, in November</b>	Descriptor Term: <b>Field Trips and Excursions</b>	Descriptor Code: <b>4.301</b>	Issued Date: <b>5/19/16</b>
		Rescinds:	Issued:

## SCHOOL FIELD TRIPS

Field trips designed to stimulate interest and inquiry and to provide opportunities for social growth and development are considered appropriate extensions of the classroom.

To be educationally beneficial, a field trip requires thoughtful selection, careful advance preparation of the class, and opportunities for students to summarize the experience at the conclusion of the trip. To this end, teachers and principals will be expected to consider the following factors in selecting field trips:

1. Value of the activity to the particular class group or groups;
2. Relationship of the field trip activity to a particular aspect of classroom instruction;
3. Suitability of the activity and distance traveled in terms of the age level;
4. Mode and availability of transportation; and
5. Cost. School officials are reminded that they may not require the payment of any fee as a condition of any student attending any field trip that occurs during any portion of the regular school day or that is offered in connection with a class offered for credit even if the trip is voluntary.

The following guidelines shall be followed in planning and conducting academic field trips:

1. Any teacher desiring to take a group of students on a school field trip must obtain advance approval of the principal and the director of schools. All overnight activities require Board approval;
2. The trip must have a definite purpose and reflect careful planning. Students should be prepared by general class discussion and/or research;
3. If bus transportation is required, the principal or his/her designee shall make the necessary arrangements. All outside carriers must be on the approved carrier list.
4. Signed parental permission forms must be obtained for every student making an off-campus trip beyond the immediate vicinity of the school. The principal shall ensure that these forms are kept on file for the remainder of the school year. The form for parental permission must include: purpose, date, time of departure and return, travel plans, destination, number of chaperones, personal expense involved, and other facts necessary for parents to be fully informed. This information is to be completed by the school before the form is signed by the parent. *The Hamilton County Code of Acceptable Behavior* and all board policies shall be applicable to school field trips;

# Hamilton County Board of Education

Monitoring:  <b>Review: Annually, in November</b>	Descriptor Term:  <b>Field Trips and Excursions</b>	Descriptor Code: <b>4.301</b>	Issued Date: <b>5/19/16</b>
		Rescinds:	Issued:

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5. For school field trips (day and overnight), groups must be accompanied by at least one certified employee. The chaperones shall be responsible for student conduct for the duration of the trip. Only certified employees can be chaperones on overnight field trips. For day trips that do not extend beyond the school day, classified employees may be included as chaperones.
6. For overnight school trips, chaperones must be approved by the principal and the director of schools in advance. There must be at least one female and one male chaperone if the trip is for a mixed group.
7. Students shall not be penalized for participating in approved school-sponsored trips and activities. Teachers shall permit students to make up class assignments missed because of a trip or activity;
8. All accidents that occur on a school-sponsored trip must be reported by the teacher to the principal immediately. Serious accidents involving personal injury must be reported immediately to the principal and/or director of schools. An emergency shall be dealt with promptly by the teacher or other members of the school staff by taking appropriate action, including sending the student to the hospital or summoning medical aid or ambulance. In cases where it is necessary to send the student to the hospital, reasonable effort must be made to notify the parents;
9. Any school-sponsored trip not meeting the “educationally beneficial” criteria as defined in this section must have prior approval of the director of schools or his/her designee;

**SPECIAL RULES FOR ATHLETIC AND BAND TRIPS**

1. Except as otherwise set forth in this section, the same policies governing school field trips shall govern athletic and band trips.
2. Athletic and band trips that do not extend beyond the school day must be approved by the principal and the director for the schools. In addition to the previous approvals, overnight athletic and band trips must also be approved by the Hamilton County School Board. The Board of Education recognizes, however, that in some unusual situations, school officials will not be able to secure advance approval of the Board for these trips. The Board cautions school officials, however, to be especially diligent to adhere to the terms of Board policy in those situations in which the trip must occur prior to the Board’s approval.

# Hamilton County Board of Education

Monitoring: <b>Review: Annually, in November</b>	Descriptor Term: <b>Field Trips and Excursions</b>	Descriptor Code: <b>4.301</b>	Issued Date: <b>5/19/16</b>
		Rescinds:	Issued:

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2 3. There should be at least one chaperone to every fifteen students on athletic and band overnight  
3 trips. Parent volunteers may serve as chaperones on athletic and band overnight trips; provided,  
4 however, that these volunteers must first submit to a background check; and further provided  
5 that the trip organizer shall be responsible for familiarizing these volunteers with the Hamilton  
6 County Code of Acceptable Behavior and other provisions of Board policy applicable to  
7 supervision of students.  
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## 9 **TRIPS AND EXCURSIONS NOT SANCTIONED BY THE SCHOOL**

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11 The Board of Education does not sanction any field trip or other excursion outside the scope of this  
12 policy and disclaims any legal and financial responsibilities for any such trips. Any employee who  
13 organizes any such privately planned trip, whether on his or her own initiative or as an agent or  
14 independent contractor for another entity, is solely responsible for the trip and his or her actions.  
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16 The Board of Education cautions any employee organizing a privately planned trip regarding an  
17 educator's professional duties toward the students of the Hamilton County Schools, including the  
18 obligation not to use relationships with students for personal financial gain. Furthermore, the Board  
19 reminds any such employee of the obligation to adhere to the highest professional standards when  
20 interacting with students, even when doing so on any privately planned trip. The Board will discipline  
21 any employee who breaches his or her professional duties toward any student even when on a  
22 privately planned trip.  
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24 No employee may recruit students to participate in any privately planned trip except to the extent  
25 that the school also permits third party vendors to recruit students for such trips. Under no  
26 circumstances may an employee recruit students during class time or other portions of the regular  
27 school day.  
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