



Authorized Charter School Handbook

Required Policies and Procedures, Required Postings, and Required Trainings

SY 2024-25

This handbook is intended as a guide for Commission authorized charter schools regarding the various requirements that schools must comply with based on Commission LEA Policies and Procedures. A school's compliance with these requirements will be monitored on an annual basis either through submission of items via the reporting calendar, the annual policy review, federal sub-recipient monitoring, and/or on-site visits.

This document contains the following:

- [I. Required Policies, Procedures and Plans](#)
- [II. Required Postings/Notices](#)
- [III. Trainings Required by Commission LEA Policies](#)
- [IV. Commission Charter School Handbook Assurances](#)

I. Required Policies, Procedures, and Plans

All Commission authorized charter schools are required to develop and maintain each of the policies, procedures, and plans noted below.¹ For specific information that must be included in each policy, procedure, or plan, please see the document referenced under the “Source of Requirement” heading. Please read the document or page listed under “Source of Requirement” in its entirety as many of the referenced documents contain several requirements.

Each year, authorized charter schools will be contacted by Commission staff with specific information regarding the policy review. The review of policies and procedures for each school is determined at Commission authorization dependent on the school's status (e.g. new operator, newly Commission authorized, expanding Commission operator, etc.) After the first year, schools will be notified annually regarding the level of review they have been placed on for the upcoming school year, and specifically what to submit. Changes to statute, State Board of Education rule/policy, and Commission LEA policy could necessitate a review of school policies as well as results from Commission oversight and monitoring of school practices throughout the year.

All new start Commission-authorized charter schools are required to develop and maintain, at a minimum, policies, procedures, and plans as part of a pre-opening checklist and the remaining policies, procedures, and plans may be reviewed during the school's first year of operations. The document referenced under the “Source of Requirement” heading will detail the specific information required to be included in each policy, procedure, or plan.

This document outlines all school level policies, procedures, processes, and plans required by Commission LEA Policies and Procedures. Several sources of requirement are within the Commission's LEA [Policies](#) and [Procedures](#). Schools shall use these sources for reference as they contain specific requirements regarding the policies and procedures.

This section is divided into three sub-sections:

- [Required Policies/Procedures](#)
- [Required Plans/Processes](#)
- [Optional Policies/Procedures](#)

¹ Schools are not exempted from the requirement to have any additional policies and procedures specifically required by law, rule, regulation or policy that are not included in this document.

Required Policies/Procedures

| Required Policies/Procedures | Source of Requirement | Grade Span |
|---|--|------------|
| <ul style="list-style-type: none"> Code of ethics and conflict of interest policy | <ul style="list-style-type: none"> Commission LEA Policy 1106 Commission Federal Programs Sub-recipient Monitoring Guidebook | All |
| <ul style="list-style-type: none"> Grievance and complaint policy and procedures | <ul style="list-style-type: none"> Commission LEA Policy 1200 Commission LEA Policy 1801 (policies shall include general complaints under IDEA) | All |
| <ul style="list-style-type: none"> Record retention/maintenance of school records and fulfillment of public records requests | <ul style="list-style-type: none"> Commission LEA Policy 1407 Commission Uniform Grants Guidance Policies/Procedures Commission Federal Programs Sub-recipient Monitoring Guidebook | All |
| <ul style="list-style-type: none"> ADA/Section 504 complaint policy or procedure | <ul style="list-style-type: none"> Commission LEA Policy 1802 | All |
| <ul style="list-style-type: none"> Registered sex offender policy and procedures | <ul style="list-style-type: none"> Commission LEA Policy 1808 | All |
| <ul style="list-style-type: none"> Fiscal management procedures Expenditure of funds policy and procedures | <ul style="list-style-type: none"> Commission LEA Policy 2100 Commission LEA Policy 2800 Commission Uniform Grants Guidance Policies/Procedures Commission Federal Programs Sub-recipient Monitoring Guidebook | All |

| Required Policies/Procedures | Source of Requirement | Grade Span |
|--|--|--------------------|
| <ul style="list-style-type: none"> Policy / procedure governing the preparation and approval of budgets and budget revisions | <ul style="list-style-type: none"> Commission LEA Policy 2200 Commission Federal Programs Sub-recipient Monitoring Guidebook | All |
| <ul style="list-style-type: none"> School fees/finances and fee waiver policy | <ul style="list-style-type: none"> Commission LEA Policy 2400 | All |
| <ul style="list-style-type: none"> Grant management procedures, including procedures used to determine if a cost is allowable and properly allocated to an individual grant | <ul style="list-style-type: none"> Commission LEA Policy 2400 Commission Federal Programs Sub-recipient Monitoring Guidebook | All |
| <ul style="list-style-type: none"> Property sales/disposal policy and procedures | <ul style="list-style-type: none"> Commission LEA Policy 2403 Commission Uniform Grants Guidance Policies/Procedures | All |
| <ul style="list-style-type: none"> School support organizations policy and procedures | <ul style="list-style-type: none"> Commission LEA Policy 2404 | All |
| <ul style="list-style-type: none"> Deposit of funds policy and procedures | <ul style="list-style-type: none"> Commission LEA Policy 2500 Commission Federal Programs Sub-recipient Monitoring Guidebook | All |
| <ul style="list-style-type: none"> Inventory and equipment policies and procedures | <ul style="list-style-type: none"> Commission LEA Policy 2702 Commission Uniform Grants Guidance Policies/Procedures Commission Federal Programs Sub-recipient Monitoring Guidebook | All |
| <ul style="list-style-type: none"> Petty cash policy and procedures | <ul style="list-style-type: none"> Commission LEA Policy 2801 | All, if applicable |

| Required Policies/Procedures | Source of Requirement | Grade Span |
|---|--|------------|
| <ul style="list-style-type: none"> Procedures which comply with federal regulations for cash management | <ul style="list-style-type: none"> Commission Federal Programs Sub-recipient Monitoring Guidebook | |
| <ul style="list-style-type: none"> Payroll/time and effort policy and procedures | <ul style="list-style-type: none"> Commission LEA Policy 2802 Commission Uniform Grants Guidance Policies/Procedures Commission Federal Programs Sub-recipient Monitoring Guidebook | All |
| <ul style="list-style-type: none"> Expenses and reimbursements policy and procedures | <ul style="list-style-type: none"> Commission LEA Policy 2804 | All |
| <ul style="list-style-type: none"> Travel policy and procedures, including specifics on authorizing, verifying, and reimbursing travel expenditures | <ul style="list-style-type: none"> Commission LEA Policy 2804 Commission Uniform Grants Guidance Policies/Procedures Commission Federal Programs Sub-recipient Monitoring Guidebook | All |
| <ul style="list-style-type: none"> Purchasing and contracts policy and procedures, including written procurement procedures which comply with federal requirements and awarding contracts that ensures the appropriate approval. | <ul style="list-style-type: none"> Commission LEA Policy 2805 Commission Uniform Grants Guidance Policies/Procedures Commission Federal Programs Sub-recipient Monitoring Guidebook | All |
| <ul style="list-style-type: none"> Student activity funds policy and procedures | <ul style="list-style-type: none"> Commission LEA Policy 2900 | All |
| <ul style="list-style-type: none"> School safety and emergency response plan/procedures | <ul style="list-style-type: none"> Commission LEA Policy 3201 Commission Emergency Preparedness and School Safety Drill Procedures | All |

| Required Policies/Procedures | Source of Requirement | Grade Span |
|---|--|------------------------------------|
| <ul style="list-style-type: none"> Service animal policy | <ul style="list-style-type: none"> Commission LEA Policy 3218 | All |
| <ul style="list-style-type: none"> Transportation policy and procedures Transportation safety complaint policy and procedures Procedure governing use of cameras and video cameras on school buses | <ul style="list-style-type: none"> Commission LEA Policy 3400 Commission Transportation Procedures | All, if applicable |
| <ul style="list-style-type: none"> Insurance/HIPAA security standards for electronic protected health information policy and procedure (**required for schools sponsoring group health plans) | <ul style="list-style-type: none"> Commission LEA Policy 3600 | All, if applicable |
| <ul style="list-style-type: none"> Credit recovery procedures | <ul style="list-style-type: none"> Commission LEA Policy 4210 | High schools |
| <ul style="list-style-type: none"> Work based learning program procedures | <ul style="list-style-type: none"> Commission LEA Policy 4211 | High schools |
| <ul style="list-style-type: none"> Interscholastic athletics policy (**required for schools participating in interscholastic athletics) | <ul style="list-style-type: none"> Commission LEA Policy 4300 | All, if applicable |
| <ul style="list-style-type: none"> Instructional materials policy and procedures | <ul style="list-style-type: none"> Commission LEA Policy 4400 | All |
| <ul style="list-style-type: none"> Internet safety and appropriate use of technology | <ul style="list-style-type: none"> Commission LEA Policy 4406 | All |
| <ul style="list-style-type: none"> E-Rate policy and procedures | <ul style="list-style-type: none"> Commission LEA Policy 4406 | All, if applicable |
| <ul style="list-style-type: none"> Parent and family engagement policy | <ul style="list-style-type: none"> Commission LEA Policy 4502 Commission Federal Programs Sub-recipient Monitoring Guidebook | All |
| <ul style="list-style-type: none"> Promotion and retention policy (including how attendance will be used as a criteria for promotion/denial) Procedure for developing the individualized promotion plan | <ul style="list-style-type: none"> Commission LEA Policy 4603 Commission LEA Policy 6200 | All |
| <ul style="list-style-type: none"> Retention procedures (**required for grades K-8) | <ul style="list-style-type: none"> Commission LEA Policy 4603 | Elementary schools, Middle schools |
| <ul style="list-style-type: none"> Grading policy EOC/TN Ready final grade methodology policy | <ul style="list-style-type: none"> Commission LEA Policy 4603 | All |

| Required Policies/Procedures | Source of Requirement | Grade Span |
|---|--|--------------------|
| <ul style="list-style-type: none"> Graduation distinctions policy | <ul style="list-style-type: none"> Commission LEA Policy 4605 | High schools |
| <ul style="list-style-type: none"> Student equal access/limited public forum policy and procedures (**required if the school creates a limited public forum) | <ul style="list-style-type: none"> Commission LEA Policy 4802 | All, if applicable |
| <ul style="list-style-type: none"> Alcohol and drug use testing policy for employees and bus drivers | <ul style="list-style-type: none"> Commission LEA Policy 5104 | All |
| <ul style="list-style-type: none"> Equal opportunity employment policy | <ul style="list-style-type: none"> Commission LEA Policy 5104 | All |
| <ul style="list-style-type: none"> Employee-related complaints and grievance policy | <ul style="list-style-type: none"> Commission LEA Policy 5104 | All |
| <ul style="list-style-type: none"> Employee discrimination and harassment policy | <ul style="list-style-type: none"> Commission LEA Policy 5104 | All |
| <ul style="list-style-type: none"> Human resources policies/hiring process | <ul style="list-style-type: none"> Commission LEA Policy 5106 Commission Uniform Grants Guidance Policies/Procedures Commission Personnel/Hiring Procedures Commission Federal Programs Sub-recipient Monitoring Guidebook | All |
| <ul style="list-style-type: none"> CHRI and background information security procedures School volunteer background check requirement procedures Student privacy after employee separation procedures | <ul style="list-style-type: none"> Commission LEA Policy 5118 Commission LEA Policy 5107 Personnel/Hiring Procedures | All |
| <ul style="list-style-type: none"> Employee health/handling of bodily fluids procedures | <ul style="list-style-type: none"> Commission LEA Policy 5400 | All |
| <ul style="list-style-type: none"> Employee HIV/HPV confidentiality procedures | <ul style="list-style-type: none"> Commission LEA Policy 5400 | All, if applicable |

| Required Policies/Procedures | Source of Requirement | Grade Span |
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| <ul style="list-style-type: none"> Substitute teacher policy that includes provisions for requiring annual school safety training | <ul style="list-style-type: none"> Commission LEA Policy 5701 T.C.A. § 49-2-203(a)(14) | All |
| <ul style="list-style-type: none"> Student attendance policy and procedures | <ul style="list-style-type: none"> Commission LEA Policy 6200 | All |
| <ul style="list-style-type: none"> Make-up work policy | <ul style="list-style-type: none"> Commission LEA Policy 6200 | All |
| <ul style="list-style-type: none"> Physical examinations and immunizations policy | <ul style="list-style-type: none"> Commission LEA Policy 6203 | All |
| <ul style="list-style-type: none"> Admissions and enrollment policy | <ul style="list-style-type: none"> Commission LEA Policy 6206 | All |
| <ul style="list-style-type: none"> Student discipline policy and procedures | <ul style="list-style-type: none"> Commission LEA Policy 6313 Commission Disciplinary Hearing Authority Procedures | All |
| <ul style="list-style-type: none"> Zero tolerance policy and procedures | <ul style="list-style-type: none"> Commission LEA Policy 6309 | All |
| <ul style="list-style-type: none"> Bullying, cyber-bullying, discrimination, harassment, and hazing policy | <ul style="list-style-type: none"> Commission LEA Policy 6304 Commission Federal Programs Sub-recipient Monitoring Guidebook | All |
| <ul style="list-style-type: none"> Student alcohol and drug use policy Student alcohol and drug testing policy | <ul style="list-style-type: none"> Commission LEA Policy 6307 Commission LEA Policy 6313 | All |
| <ul style="list-style-type: none"> Safe relocation of students policy | <ul style="list-style-type: none"> Commission LEA Policy 6313 | All |
| <ul style="list-style-type: none"> Student disciplinary hearing authority (DHA) policy and procedures (Update to assign the head of a charter school for zero tolerance modifications) | <ul style="list-style-type: none"> Commission LEA Policy 6317 Commission Disciplinary Hearing Authority Procedures | All |
| <ul style="list-style-type: none"> Student wellness and health services policy | <ul style="list-style-type: none"> Commission LEA Policy 6400 | All |

| Required Policies/Procedures | Source of Requirement | Grade Span |
|--|--|--------------------|
| <ul style="list-style-type: none"> OSHA infection control procedures Privacy procedures for student medical documents | <ul style="list-style-type: none"> Commission LEA Policy 6404 | All |
| <ul style="list-style-type: none"> Child abuse reporting procedures | <ul style="list-style-type: none"> Commission LEA Policy 6409 | All |
| <ul style="list-style-type: none"> Concussion and sudden cardiac arrest policy and procedures | <ul style="list-style-type: none"> Commission LEA Policy 6413 | All, if applicable |
| <ul style="list-style-type: none"> Students Experiencing Homelessness policy and procedures | <ul style="list-style-type: none"> Commission LEA Policy 6503 Commission Federal Programs Sub-recipient Monitoring Guidebook | All |
| <ul style="list-style-type: none"> Migrant students procedures | <ul style="list-style-type: none"> Commission LEA Policy 6504 Commission Federal Programs Sub-recipient Monitoring Guidebook | All |
| <ul style="list-style-type: none"> Foster student policy and procedures | <ul style="list-style-type: none"> Commission LEA Policy 6505 Commission Foster Care Procedures | All |
| <ul style="list-style-type: none"> Identification of immigrant student procedures | <ul style="list-style-type: none"> Commission Student Enrollment Procedures Commission Federal Programs Sub-recipient Monitoring Guidebook | All |
| <ul style="list-style-type: none"> Enrollment of Military Students policy | <ul style="list-style-type: none"> Commission Enrollment Procedures | All |
| <ul style="list-style-type: none"> Confidentiality of student records policy Survey of students/Collection of information policy | <ul style="list-style-type: none"> Commission LEA Policy 6600 Commission Uniform Grants Guidance Policies/Procedures Commission Federal Programs Sub- | All |

| Required Policies/Procedures | Source of Requirement | Grade Span |
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| | recipient Monitoring Guidebook | |
| <ul style="list-style-type: none"> Purchase card policy or procedure | <ul style="list-style-type: none"> Commission Uniform Grants Guidance Policies/Procedures | All |
| <ul style="list-style-type: none"> Grievance and complaint policy for violation of standards of conduct for contracts supported by federal awards | <ul style="list-style-type: none"> Commission Uniform Grants Guidance Policies/Procedures | All |
| <ul style="list-style-type: none"> Employee separation practices policy or procedure | <ul style="list-style-type: none"> Commission Uniform Grants Guidance Policies/Procedures | All |
| <ul style="list-style-type: none"> Child find and referral procedures | <ul style="list-style-type: none"> Commission Child Find Procedures | All |
| <ul style="list-style-type: none"> Surrogate Parent policy and procedure | <ul style="list-style-type: none"> Commission Surrogate Parent Policy | All |
| <ul style="list-style-type: none"> Protection of employee personal information policy and procedures | <ul style="list-style-type: none"> Commission Uniform Grants Guidance Policies/Procedures Commission Federal Programs Sub-recipient Monitoring Guidebook | All |
| <ul style="list-style-type: none"> Identification of EL students policy or procedure, including procedures for reclassifying Transitional EL students, and procedures for obtaining and filing complete EL student screening information if contracting with an outside provider to screen students | <ul style="list-style-type: none"> Commission Federal Programs Sub-recipient Monitoring Guidebook English Learner Monitoring Procedures | All |
| <ul style="list-style-type: none"> Administration of medications that treat adrenal insufficiency procedures | <ul style="list-style-type: none"> Commission LEA Policy 6400 | All |
| <ul style="list-style-type: none"> Parent notification of right to appeal any denial of a course access course enrollment procedure | <ul style="list-style-type: none"> Commission LEA Policy 4209 | High schools |
| <ul style="list-style-type: none"> Title IX and sexual harassment policy and procedures | <ul style="list-style-type: none"> Commission LEA Policy 6305 | All |
| <ul style="list-style-type: none"> Fire alarm safety procedures | <ul style="list-style-type: none"> Commission LEA Policy 3202 | All |

| Required Policies/Procedures | Source of Requirement | Grade Span |
|---|--|------------|
| <ul style="list-style-type: none"> Use of artificial intelligence (AI) | <ul style="list-style-type: none"> Commission LEA Policy 4213 | All |
| <ul style="list-style-type: none"> Visitor Code of Conduct | <ul style="list-style-type: none"> Commission LEA Policy 4502 | All |

Required Plans/Processes

| Required Plans/Processes | Source of Requirement | Grade Span |
|---|--|--------------------|
| <ul style="list-style-type: none"> Asbestos management plan | <ul style="list-style-type: none"> Commission LEA Policy 3208 | All |
| <ul style="list-style-type: none"> Differentiated pay/strategic compensation plan or Salary Schedule | <ul style="list-style-type: none"> Commission LEA Policy 5911 Commission Federal Programs Sub-recipient Monitoring Guidebook | All |
| <ul style="list-style-type: none"> Plan for providing regular supervision and monitoring of students participating in Course Access courses. | <ul style="list-style-type: none"> Commission LEA Policy 4209 | High schools |
| <ul style="list-style-type: none"> Plan for monitoring and limiting the retention of ELs | <ul style="list-style-type: none"> Commission English Learner Monitoring Procedures | All |
| <ul style="list-style-type: none"> Suicide postvention plan | <ul style="list-style-type: none"> Commission LEA Policy 6400 | All, if applicable |
| <ul style="list-style-type: none"> Management of students with life-threatening allergies plan | <ul style="list-style-type: none"> Commission LEA Policy 6400 | All |
| <ul style="list-style-type: none"> Special Education Services plan | <ul style="list-style-type: none"> Commission LEA Policy 1801 | All |
| <ul style="list-style-type: none"> Plan to serve gifted students | <ul style="list-style-type: none"> Commission Gifted Students Procedures | All |

| Required Plans/Processes | Source of Requirement | Grade Span |
|---|---|------------|
| <ul style="list-style-type: none"> Plan to develop and implement Individualized Learning Plans for students with characteristics of dyslexia | <ul style="list-style-type: none"> Commission Dyslexia Procedures | All |
| <ul style="list-style-type: none"> Response to Intervention (RTI²) implementation plan | <ul style="list-style-type: none"> Commission Response to Instruction and Intervention Procedures | All |
| <ul style="list-style-type: none"> Chronic absenteeism rate review process/plan | <ul style="list-style-type: none"> Commission Federal Programs Sub-recipient Monitoring Guidebook | All |
| <ul style="list-style-type: none"> Process for reviewing data on special education students, and for reviewing policies and practices relating to discipline of students with disabilities | <ul style="list-style-type: none"> Commission Federal Programs Sub-recipient Monitoring Guidebook | All |
| <ul style="list-style-type: none"> Process for identifying, supporting, and monitoring educators with low teacher-effect scores and/or observation scores | <ul style="list-style-type: none"> Commission Federal Programs Sub-recipient Monitoring Guidebook | All |
| <ul style="list-style-type: none"> A process to evaluate human capital strategies, including recruitment, development and retention of teachers | <ul style="list-style-type: none"> Commission Federal Programs Sub-recipient Monitoring Guidebook | All |
| <ul style="list-style-type: none"> Plan to ensure non-qualified teachers and paraprofessionals are not paid with Title I or Title II funds | <ul style="list-style-type: none"> Commission Federal Programs Sub-recipient Monitoring Guidebook | All |
| <ul style="list-style-type: none"> Plan for assessing and ensuring teacher fluency in reading, writing, speaking, and listening for all teachers working with ELs. | <ul style="list-style-type: none"> Commission Federal Programs Sub-recipient Monitoring Guidebook English Learner Monitoring Procedures | All |
| <ul style="list-style-type: none"> Plan to ensure that special education teachers and relevant staff participate in the programmatic and financial planning and use of IDEA services and funding to support students with disabilities | <ul style="list-style-type: none"> Commission Federal Programs Sub-recipient Monitoring Guidebook | All |
| <ul style="list-style-type: none"> Professional development plan | <ul style="list-style-type: none"> Commission Federal Programs Sub-recipient Monitoring Guidebook | All |

| Required Plans/Processes | Source of Requirement | Grade Span |
|---|--|--------------|
| <ul style="list-style-type: none"> Plan for support, supervision, and evaluation of teachers and staff | <ul style="list-style-type: none"> Commission Federal Programs Sub-recipient Monitoring Guidebook | All |
| <ul style="list-style-type: none"> Recruitment and retention of highly effective teachers and paraprofessionals plan (including SPED, ESL, and diverse backgrounds) Plan to fill teaching positions in hard-to-staff subjects | <ul style="list-style-type: none"> Commission LEA Policy 5106 Commission Federal Programs Sub-recipient Monitoring Guidebook | All |
| <ul style="list-style-type: none"> Cardiac Emergency Response Plan | <ul style="list-style-type: none"> Commission LEA Policy 6400 | All |
| <ul style="list-style-type: none"> Athletics Emergency Action Plan | <ul style="list-style-type: none"> Commission LEA Policy 6400 | High Schools |
| <ul style="list-style-type: none"> Conflict Resolution Intervention Program Plan | <ul style="list-style-type: none"> Commission LEA Policy 3201 | 1-6 |

Optional Policies/Procedures

| Optional Policies/Procedures | Source of Requirement |
|---|--|
| <ul style="list-style-type: none"> • ADA/Section 504 Due Process hearing procedures (additional procedures above those outlined in Charter Commission policy) | <ul style="list-style-type: none"> • Commission LEA Policy 1802 |
| <ul style="list-style-type: none"> • Smoke free environment policy | <ul style="list-style-type: none"> • Commission LEA Policy 1803 |
| <ul style="list-style-type: none"> • Possession of firearms on school property policy | <ul style="list-style-type: none"> • Commission LEA Policy 3201 |
| <ul style="list-style-type: none"> • Policy allowing commercial advertising on school buses | <ul style="list-style-type: none"> • Commission LEA Policy 3400 |
| <ul style="list-style-type: none"> • Policy allowing/prohibiting students to exit at a bus stop other than the regular stop | <ul style="list-style-type: none"> • Commission LEA Policy 3400 • Commission Transportation Procedures |
| <ul style="list-style-type: none"> • Personnel Recommendations and file transfer procedures | <ul style="list-style-type: none"> • Commission LEA Policy 5106 |
| <ul style="list-style-type: none"> • Maintenance of Opioid Antagonist policy | <ul style="list-style-type: none"> • Commission LEA Policy 6400 |
| <ul style="list-style-type: none"> • Gang activity policy | <ul style="list-style-type: none"> • Commission LEA Policy 6300 |
| <ul style="list-style-type: none"> • Policy permitting random drug testing for students participating in extracurricular activities | <ul style="list-style-type: none"> • Commission LEA Policy 6313 |
| <ul style="list-style-type: none"> • Student transcript alterations policy | <ul style="list-style-type: none"> • T.C.A. § 49-50-1101 |
| <ul style="list-style-type: none"> • Policy authorizing off-duty law enforcement officers to serve as armed school security officers | <ul style="list-style-type: none"> • T.C.A. § 49-6-809 |
| <ul style="list-style-type: none"> • Policy to establish a threat assessment team within the school | <ul style="list-style-type: none"> • T.C.A. §§ 49-6-2701 - 2703 |
| <ul style="list-style-type: none"> • Procedure governing the use of cameras and video cameras in school buses, including a process and timeline for the retention and maintenance of these materials | <ul style="list-style-type: none"> • T.C.A. § 49-6-2119 |

II. Required Postings/Notices

Below are required notices that each authorized charter school must post on school grounds. Commission staff will monitor for compliance during the final pre-opening visit and/or annual on-site visit.

| Required Posting/Notice | Source of Requirement |
|---|--|
| <ul style="list-style-type: none"> Notice that use of tobacco, electronic/battery operated devices, vapor products, and all other associated paraphernalia are prohibited. | <ul style="list-style-type: none"> Commission LEA Policy 1803 |
| <ul style="list-style-type: none"> Notice to be prominently posted (including at each ticket booth) for elementary or secondary school sporting events that says: <i>Smoking is prohibited by law in seating areas and in restrooms.</i> | <ul style="list-style-type: none"> T.C.A. § 39-17-1605 |
| <ul style="list-style-type: none"> Notice prohibiting weapons on school property; see required text and specifications in Commission LEA Policy 3201 | <ul style="list-style-type: none"> Commission LEA Policy 3201 |
| <ul style="list-style-type: none"> Notice that lockers and other storage areas, containers, and packages brought into the school by students or visitors are subject to search for drugs, drug paraphernalia, dangerous weapons, or any property that is not properly in the possession of the student | <ul style="list-style-type: none"> Commission LEA Policy 6303 |
| <ul style="list-style-type: none"> Notice visible from the school parking lot that vehicles parked on school property by students or visitors are subject to search for drugs, drug paraphernalia, or dangerous weapons | <ul style="list-style-type: none"> Commission LEA Policy 6303 |
| <ul style="list-style-type: none"> DCS/child abuse reporting notice; see required text and specifications in Commission LEA Policy 6409 | <ul style="list-style-type: none"> Commission LEA Policy 6409 |
| <ul style="list-style-type: none"> Homeless information posters with current year's District and State contact information | <ul style="list-style-type: none"> Commission Students Experiencing Homelessness Procedures |
| <ul style="list-style-type: none"> Child find information posters | <ul style="list-style-type: none"> Commission Child Find Procedures |
| <ul style="list-style-type: none"> National Motto | <ul style="list-style-type: none"> T.C.A. § 49-6-2502 |

| Required Posting/Notice | Source of Requirement |
|--|--|
| <ul style="list-style-type: none"> Notice that the school does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX, including in admission and employment Notice that displays prominently the contact information required to be listed for the Title IX Coordinator in each available handbook or catalog | <ul style="list-style-type: none"> 34 C.F.R. § 106.8(b)-(c) |
| <ul style="list-style-type: none"> Notice on each school bus in operation to notify others that no person shall enter onto school buses except for authorized persons | <ul style="list-style-type: none"> T.C.A. § 49-6-2008(e) |

III. Trainings Required by Commission LEA Policies²

This section describes trainings required by law, policy, and Commission procedures. Authorized charter schools have autonomy and flexibility in when and how to administer these required trainings; however, the LEA or the State may require the school to produce documentation that the required trainings have been completed.

Each authorized charter school will be required to submit a log to demonstrate completion of all required in-service trainings semi-annually in accordance with the Commission’s reporting calendar. Supporting documentation such as sign-in sheets, presentations, and agendas shall be kept on file by each school and shall be produced to LEA staff upon request.

| Required Training | Source of Requirement | Notes | Grade Span | Frequency |
|-----------------------------|---|--|------------|-----------|
| Student Wellness and Health | LEA Policy 1800 School Calendar; LEA Policy 6400 Student Wellness and Health Services | <p>The school shall offer in-service training in accordance with state law to all teachers and principals.</p> <p>In-service training shall include at least two (2) hours of suicide prevention education for all teachers and principals each school year. This education may be accomplished through self-review of suitable suicide prevention materials.</p> <p>Schools are encouraged the use of two (2) of the in-service training days to provide training</p> | All | Annual |

² This is not intended to be an exhaustive list of required trainings. Please review State law, LEA policies, Commission policies, as well as State Board rules and regulations for a complete list of all required trainings.

| Required Training | Source of Requirement | Notes | Grade Span | Frequency |
|----------------------------------|---|---|------------------------------|-----------|
| | | to teachers, principals and other school personnel, and, to the extent possible, school board members, on issues of prevention and intervention strategies for students in the area of behavioral/emotional disorders. The training shall place an emphasis on understanding the warning signs of early-onset mental illness in children and adolescents and may be conducted by school counseling personnel, such as psychologists, social workers, guidance counselors or health faculty, by mental health clinicians or by approved personnel from mental health advocacy organizations using curricula approved by the departments of education and mental health and substance abuse services. | | |
| Student Wellness and Health | LEA Policy 1800 School Calendar; LEA Policy 6400 Student Wellness and Health Services; T.C.A. § 49-6-3004 School Term | In-service trainings shall include the teaching of the components of the Juvenile Offender Act, compiled in title 55, chapter 10, part 7, to all teachers and principals in grades seven through twelve (7-12). | Middle Schools, High Schools | Annual |
| AED | LEA Policy 3202 Emergency Preparedness; Public Acts of 2018, T.C.A. § 49-2-122; T.C.A. 49-6-1208 | Any authorized schools with an AED placed within the school shall comply with the requirements set forth in state law, including training expected users of the AED as approved by the Department of Health in cardio pulmonary resuscitation (CPR) and the proper use of an AED. | All | Annual |
| HIV, AIDS, and infection control | LEA Policy 5400 Employee Health | HIV- and Tennessee Occupational Safety and Health Administration (TOSHA)-related staff development is critical to ensuring a safe and healthy school environment. Authorized charter schools shall provide annual training to all employees on HIV, AIDS, and infection control, including bloodborne pathogens and | All | Annual |

| Required Training | Source of Requirement | Notes | Grade Span | Frequency |
|---------------------------------|---|---|------------|-----------|
| | | universal precautions. Training and appropriate supplies shall be available to all personnel including those involved in transportation and custodial services. In addition to insuring that these health and safety practices are carried out on a school-wide basis, special emphasis shall be placed in those areas of school operation that potentially present a greater need for these precautions. This training shall include : <ul style="list-style-type: none"> • HIV epidemiology; • Methods of transmission and prevention; • Bloodborne pathogens; • Universal precautions; • Psychological and social aspects of HIV and AIDS; • Related federal and state laws and policies; and • School procedures and policies regarding HIV and AIDS-related issues. | | |
| First-aid and injury prevention | LEA Policy 5400 Employee Health | Schools must ensure that Physical Education teachers and athletic program staff complete an approved first-aid and injury prevention course that includes implementation of infection control guidelines. | All | Annual |
| Teacher Code of Ethics | LEA Policy 5610 Staff-Student Relations; T.C.A. §§ 49-5-1003 and 1004 | Schools must conduct annual professional development training concerning the teacher code of ethics and its requirements. The professional development training shall address what constitutes unethical conduct. | All | Annual |
| School Security Act | LEA Policy 6303 Reporting of Crimes, Interrogations, and Searches | Each authorized charter school and the local law enforcement agency shall establish and maintain an orientation and training program designed to familiarize school leaders with the School Security Act of 1981 (T.C.A. § 49-6-4201 et. seq.) and district and school policies and procedures. | All | Annual |
| Discrimination and Harassment | LEA Policy 6304 Bullying, Cyber-Bullying, Discrimination, | Each authorized charter school is responsible for educating and training their respective staff and students as to the definition and recognition of discrimination/harassment | All | Annual |

| Required Training | Source of Requirement | Notes | Grade Span | Frequency |
|--|---|---|--------------------|-----------|
| | Harassment and Hazing | | | |
| Student Alcohol and Drug Use and Testing | LEA Policy 6307 Student Alcohol and Drug Use and Testing | An authorized charter school shall provide in-service training of school leaders and teachers in signs and symptoms of student drug use and abuse and in the school policy for handling of these students. | All | Annual |
| Child Abuse, Neglect, and Child Sexual Abuse | LEA Policy 6409 Child Abuse, Neglect, and Child Sexual Abuse; T.C.A. § 37-1-408 | <p>Schools shall provide annual training to school staff regarding application of Commission LEA Policy 6409, and the school's policies and procedures on child abuse, neglect, and child sexual abuse, including reporting procedures and sample indicators of child abuse, neglect, and child sexual abuse.</p> <p>Each school shall ensure its teachers complete a child abuse training program identified by the Tennessee Department of Education as a part of the teacher's annual in-service training, and shall report to the Department of Education that such training has taken place.</p> | All | Annual |
| Concussion | LEA Policy 6413 Concussion and Sudden Cardiac Arrest | Each authorized charter school participating in organized athletic activities shall adopt a policy that establishes guidelines to inform and educate coaches, youth athletes, and other adults involved in youth athletics about the nature, risk, and symptoms of concussion and head injury. At minimum, the policy shall include the completion of the National Federation of State High School Associations Elective Course – Concussion for Sports online course for the athletic director and all coaches. | All, if applicable | Annual |
| Sudden Cardiac Arrest | LEA Policy 6413 Concussion and Sudden Cardiac Arrest | Each authorized charter school participating in organized athletic activities shall adopt a policy addressing the prevention and treatment of sudden cardiac arrest that includes, at minimum, completion of the National Federation of State High School Associations Elective Course – Sudden Cardiac Arrest online | All, if applicable | Annual |

| Required Training | Source of Requirement | Notes | Grade Span | Frequency |
|---|--|---|------------|-----------|
| | | course for the athletic director and all coaches, whether employed or volunteer. | | |
| Suicide Prevention | LEA Policy 6400 Student Wellness and Health Services | Each authorized charter school shall provide to teachers and principals either an annual in-service training in suicide prevention or participate in other equivalent trainings approved by the school leader. The training shall include, but not be limited to, identification of risk factors, warning signs, intervention and response procedures, referrals, and postvention strategies. | All | Annual |
| Needs of Children in Foster Care | LEA Policy 6505 Students in Foster Care | It shall be the responsibility of school-level foster care point of contact to coordinate professional development opportunities and training to school staff on the Title I provisions and educational needs of children in foster care. | All | Annual |
| Needs of Students Experiencing Homelessness | Commission Federal Programs Sub-recipient Monitoring Guidebook | The school shall provide professional development to staff members related to the requirements of homeless students. Resource: SchoolHouse Connection | All | Annual |
| Tennessee ELD Standards | Commission English Learner Monitoring Procedures | Each authorized charter school shall provide annual training on Tennessee ELD standards for ESL teachers and all regular education teachers providing instruction to EL students. Each school shall also provide all subject area and regular education classroom teachers annual training on appropriate accommodations and modifications for ELs and how to meet the unique needs of ELs. | All | Annual |
| ELPA21 Screener | Commission Federal Programs Sub-recipient Monitoring Guidebook | The school ensures that all certified ESL teachers are trained annually on administering the ELPA21 Screener and/or the ELPA21 Alternate Screener and are the only personnel who administer these tests. | All | Annual |
| Isolation and Restraint | Commission Students With Disabilities | Schools must ensure that school staff members receive annual training on isolation and/or restraint. | All | Annual |

| Required Training | Source of Requirement | Notes | Grade Span | Frequency |
|--|--|--|------------|-----------|
| | Discipline, Behavior, Isolation, and Restraint Procedures | | | |
| Students with Disabilities | Commission Federal Programs Sub-recipient Monitoring Guidebook | General education teachers shall receive on-going and high-quality professional development related to educating students with disabilities and implementing the IEP requirements. Special education teachers shall receive on-going and high-quality professional development related to serving and educating students with disabilities. | All | Annual |
| Confidentiality of Personally Identifiable Information | Commission Students with Disabilities Confidentiality Procedures | All persons collecting or using personally identifiable information must receive training or instruction regarding policies and procedures regarding confidentiality under Part B of the IDEA and FERPA. | All | Annual |
| Child Find | Commission Child Find Procedures | Schools must annually train teachers and other relevant staff on referral procedures, including that evaluations of children suspected of having a disability shall not be delayed or denied due to the RTI2 process. | All | Annual |
| Test Security Procedures | Commission Test Security Procedures | The building testing coordinator in each school will be responsible for training all building personnel involved in state testing, including teachers (test administrators), proctors, and any other relevant staff who will have access to testing materials. | All | Annual |
| Student Transportation Management | Commission Transportation Procedures | The school shall ensure that its transportation supervisor completes a student transportation management training program developed by the Tennessee Department of Safety (TDOS) and Tennessee Department of Education (TDOE) and shall thereafter ensure that the transportation supervisor completes a minimum of four (4) hours of annual training provided by those departments. | All | Annual |

| Required Training | Source of Requirement | Notes | Grade Span | Frequency |
|-------------------------------|--------------------------------------|---|--------------------|--|
| School bus inspection sticker | Commission Transportation Procedures | <p>Staff at each school should be trained and assigned to look for the sticker on the front of the school bus to confirm that any bus that delivers or picks up students has been inspected. Staff should also be trained on how to report a bus that they suspect is out of compliance. Inspected buses will have a TDOS sticker on the right front bumper. There should be one of two types of stickers on the right front bumper:</p> <ul style="list-style-type: none"> • Yellow Sticker: The sticker will be yellow if the bus is under 15 years old, and the yellow sticker will have the month and year punched out to signify when it was inspected. • Red Sticker: The sticker will be red if the bus is 15 years old or older, and the red sticker will have the month and year punched out when the sticker expires. | All, if applicable | Annual |
| Human Trafficking | T.C.A. § 49-6-3004 | <p>All teachers shall participate in an in-service training on the detection, intervention, prevention, and treatment of human trafficking in which the victim is a child. This training must be accomplished through the viewing of a video recording that is approved by the school leader. The school leader shall determine the amount of in-service credit a teacher will receive for viewing the training video. Suggested videos include, but are not limited to:</p> <ul style="list-style-type: none"> • National Human Trafficking Resource Center video 1 • National Human Trafficking Resource Center video 2 • Free the Slaves • Shared Hope International • Dept. of Homeland Security | All | Once every three (3) years, during in-service training |
| Asbestos Awareness | LEA Policy 3208 Asbestos Management | All members of the custodial staff who may work in a building with asbestos-containing building materials shall have awareness training. Each authorized charter school is | All | Once, within 60 days of hire |

| Required Training | Source of Requirement | Notes | Grade Span | Frequency |
|---------------------------|---|--|------------|---|
| | | responsible for ensuring that all new custodial staff are trained within 60 days of hire | | |
| Background Investigations | LEA Policy 5118 Background Investigations | All persons directly associated with the accessing, maintaining, processing, dissemination, or destruction of CHRI must sign an awareness statement and shall indicate that they have been specifically trained on the subject. The training shall provide those with access to criminal history record information with a working knowledge of federal and state regulations and laws governing the security and processing of criminal history information. The principal or designee is responsible for ensuring that authorized personnel in each authorized charter school receive such training. | All | Within 60 days of hire and every three years thereafter |
| Sexual Harassment | LEA Policy 6304.01 Title IX and Sexual Harassment; 34 C.F.R. § 106.45 | All operators must ensure that Title IX Coordinators, investigators, etc. who facilitate and are responsible for Title IX complaints receive training on the definition of sexual harassment, any technology that may be used at a live hearing and on issues of relevance of questions and evidence. | All | Once, upon hiring and annually thereafter |
| De-escalation | LEA Policy 3201 | Each authorized charter school shall ensure that each teacher, administrator, and other school personnel employed by the charter school annually receive de-escalation training created by the department of safety. | All | Annual |



IV. Charter Commission Charter School Handbook Assurances

Directions: Schools must ensure necessary school leaders have reviewed, understand, and will implement the requirements within this handbook. After review of the handbook, school leaders must sign and date the assurances below. Then, scan this page and upload it to the August Reporting Calendar folder on Microsoft Teams by August 31.

Assurances: The charter school hereby assures the local education agency (LEA) that the school meets each of the following conditions:

1. The Authorized Charter School Handbook for the current school year has been reviewed in its entirety by required school leaders.
2. Charter school required policies and procedures, postings, and trainings will be reviewed and revised to meet the minimum requirements as outlined by federal statute, state statute, and Commission policy.
3. Authorized charter schools will comply with any requested submissions as required by annual and ongoing monitoring of required policies and procedures, postings and trainings.

School Leader Name

School Leader Signature

Date

School Leader Designee Name (Executive Director, etc.)

School Leader Designee Signature

Date