

2019 Local Education Agency Compliance Report

Local education agencies (LEAs) are required to comply with all state education laws and State Board of Education (SBE) rules. This annual compliance report is one mechanism the Tennessee Department of Education (TDOE) employs to ensure LEAs faithfully execute those laws and rules. New to the report is the attached LEA compliance self-assessment that is specific to Chapter 0520-01-03 of the SBE rules. Chapter 0520-01-03 is highlighted in the self-assessment because (a) it comprises the minimum requirements for the approval of schools and (b) data collected via the self-assessment can inform the department's baselines for school approval related-compliance.

LEAs must complete this report, including the self-assessment, and, if applicable, the corrective action form, and submit it to the department. During completion, each LEA should carefully check the status of its compliance with all state education laws and SBE rules. The self-assessment can be used to structure an internal compliance review. The department verifies and monitors LEA compliance via multiple data sources (e.g., Education Information System) and will consider those sources when making final decisions regarding an LEA's compliance status. The commissioner of education is charged with taking corrective action when an LEA is not in compliance with state education laws and SBE rules and is not following a TDOE-approved plan addressing areas of noncompliance. The commissioner may waive a state board rule or statute. The LEA waiver request form, which is accessible [here](#), includes exceptions.

I certify that the LEA is in compliance with all Tennessee education statutes and SBE rules.

I certify that, with the exception of the areas reflected in the attached corrective action plan, the LEA is in compliance with all Tennessee education statutes and SBE rules.

Completion of each field below is required.	
LEA Name	
Superintendent/Director of Schools Name	School Board Chair Name
Superintendent/Director of Schools Signature	School Board Chair Signature
Date of School Board Approval	
UPLOAD COMPLETED REPORT TO ePlan (including the self-assessment, and, if applicable, the corrective action form)	
DUE DATE: November 29, 2019	

Appendix B

LEA Compliance Self-assessment

Instructions: The self-assessment below reflects areas from Chapter 0520-01-03 of State Board of Education Rule 0520-01-03, which is informally referred to as the school approval rule. For each area, indicate the LEA's degree of compliance. Click on a hyperlink to access details for an area within that subsection.

An area marked "Noncompliant" or "Not Applicable" requires an explanation in Appendix C. Please be advised that "Not Applicable" is appropriate in limited cases only (e.g., "Graduation Requirements" for a K-5 LEA).

Finally, it may be helpful to provide a blank copy of the self-assessment to each principal. Those school-level responses could be used to inform the LEA-level self-assessment. **Only submit the LEA-level self-assessment to the department.**

Compliant	Noncompliant	Not Applicable	Rules of the State Board of Education Chapter 0520-01-03 Minimum Requirements for the Approval of Public Schools
			0520-01-03-.02 ORGANIZATION OF SCHOOLS
			Length of School Day for Students
			0520-01-03-.03 ADMINISTRATION OF SCHOOLS
			Teacher Assignment
			Salaries and Licensure for all Licensed Personnel
			Class Size for Grades Kindergarten (K) through Twelve (12)
			Planning Time
			Duty Free Lunch Period
			Summer Schools
			Student Evaluation in Grades Kindergarten (K) through grade eight (8)
			Admission and Enrollment of Students
			Students Transferring From One School to Another

			Public Virtual Schools
			Records and Reports
			School Fees
			Withholding of Student Grades for Debts Owed to the School
			School Board, District School Improvement Planning
			Multi-Hazard Emergency Operations Plans
			0520-01-03-.05 STATE ACADEMIC STANDARDS
			Academic Standards
			Experimental Projects and Special Courses
			Grading and Promotion
			0520-01-03-.06 GRADUATION
			Graduation Requirements
			Testing for Credit
			Work-Based Learning Experiences
			Enrollment in College Level Courses
			The High School Equivalency Testing (HISSET) Program and the Issuance of Equivalency Diplomas
			0520-01-03-.07 LIBRARY INFORMATION CENTER
			School Library Information Center
			Library Information Center Personnel
			Library Information Center Collection
			0520-01-03-.08 PUPIL PERSONNEL SERVICES

			<p>Local Board of Education Standards and Policies for the Following:</p> <ul style="list-style-type: none"> (a) Attendance Services (b) Guidance Services (c) School Psychological Services (d) School Social Work Services (e) School Health Services
			<p>School Health Services Program:</p> <ul style="list-style-type: none"> (a) Written policy requiring a physical examination for every child entering school for the first time (b) Written policy requiring a physical examination for every student participating in interscholastic athletics (c) Written policy for excluding pupils with communicable diseases and for readmitting them following recovery (d) Written policy for handling drug/alcohol problems (e) Procedures for reporting suspected cases of child abuse and neglect (f) Requirement for each new employee to present a physician certificate showing a satisfactory health record (g) Inclusion of HIV, HIV-Related Illness, and AIDS provisions
			0520-01-03-.09 SPECIAL EDUCATION PROGRAMS AND SERVICES
			RULE 0520-01-09 – Special Education Programs and Services
			0520-01-03.-10 WAIVERS

Appendix C

Noncompliance Corrective Action Plan

Instructions: Using the template reflected below, (a) provide a rationale for any area marked “Not Applicable” in the self-assessment and/or (b) report all areas of noncompliance and include corrective action details. Examples are included in the template. Click the attachment (paper clip) icon in the PDF navigation pane to access the Word version of the template.

Area of Noncompliance	Scope and Reason(s) for Noncompliance	Corrective Action Step(s)	Person(s) Responsible	Anticipated Completion Date(s)
T.C.A. § 49-5-413(a) (background checks)	Due to a misunderstanding of T.C.A. § 49-5-413(a) compliance requirements, 104 employees hired prior to 2000 have not been fingerprinted.	<ul style="list-style-type: none"> ▪ Notify the 104 impacted employees and their supervisors of the outstanding requirement and next steps in writing. ▪ Coordinate fingerprinting scheduling, results processing, and related communications. ▪ Notify the TDOE director of school approval of compliance plan completion. 	<p>Human Resources Director</p> <p>Human Resources Director</p> <p>Human Resources Director (with director of schools copied)</p>	<p>October 11, 2019</p> <p>October 14 – December 6, 2019</p> <p>December 9, 2019</p>
SBE Rule 0520-01-03-.03 – Class Size	While no <u>individual</u> K-12 classes within the district exceed the maximum number of students, class size <u>averages</u> at the three elementary schools are not in compliance.	We submitted a waiver request to the commissioner on October 2, 2019 — approval is pending.	NA	NA
0520-01-03-.03 ADMINISTRATION OF SCHOOLS – Public Virtual Schools	The district has not established a virtual school.	NA	NA	NA

Appendix D

For your convenience, the following is a list of helpful links to various state education laws and SBE rules available online.

Public chapters regarding education passed during the 2019 legislative session:

https://www.tn.gov/content/dam/tn/education/legal/2019_legislative_report.pdf

Current and pending SBE rules:

<https://www.tn.gov/sbe/rules--policies-and-guidance/rules.html>

SBE frequently asked questions:

<https://www.tn.gov/sbe/about-us/frequently-asked-questions.html>

Tennessee Code Annotated:

<http://www.lexisnexis.com/hottopics/tncode/>

If you have questions regarding applicable laws or SBE rules, please contact TDOE's general counsel, Christy Ballard, at (615) 741-2921.