



# Which trainings for local education agencies (LEAs) are required by law?

While there are many important topics in which LEA personnel should be trained, this document only includes those trainings which are specifically mandated or encouraged by statute. Under the column “Staff Included”, we have tried to use the specific language from the law, rule, or policy. Please contact your board attorney if you have questions about which staff should be included in a training.

The following trainings are mandatory for LEAs under state law, or State Board of Education (SBE) rule or policy:

| Topic                                      | Legal Authority  | Staff Included                             | Frequency | Training Link |
|--------------------------------------------|------------------|--------------------------------------------|-----------|---------------|
| Acquired Immune Deficiency Syndrome (AIDS) | SBE Policy 5.300 | All employees, including newly hired staff | Annually  |               |

| Topic                                                | Legal Authority                                          | Staff Included                                                                                                                                                     | Frequency                                                                                   | Training Link |
|------------------------------------------------------|----------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|---------------|
| Adrenal Insufficiency                                | T.C.A. § 49-50-1603(b)(2)(A);<br>SBE Rule 0520-01-13-.04 | Personnel responsible for administering medication for the treatment of adrenal crisis.                                                                            | Prior to being authorized to administer the medication for the treatment of adrenal crisis. |               |
| Alternative Education (Two Way Communication System) | T.C.A. § 49-6-3402;<br>SBE Rule 0520-01 02-.09(10)(o)    | Alternative school teachers and staff                                                                                                                              | LEA Discretion                                                                              |               |
| Asbestos Management                                  | 40 C.F.R. § 763.92                                       | All maintenance and custodial staff (custodians, electricians, heating/air conditioning engineers, plumbers, etc.) who may work in a building containing asbestos. | Experienced Staff: LEA Discretion<br><br>Newly Hired Staff: Within 60 Days of Hire          |               |

| Topic                                      | Legal Authority                                                                        | Staff Included                                                                                                                                                                                 | Frequency | Training Link                                   |
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| Automated External Defibrillator (AED) Use | T.C.A. § 49-2-122;<br>T.C.A. § 49-6-3601;<br>T.C.A. § 68-6-103;<br>T.C.A. § 68-140-404 | Members of the cardiac emergency response team, teachers, administrators, or other school employees identified in the cardiac emergency response plan, and all employed and volunteer coaches. | Annually  |                                                 |
| Bloodborne Pathogens                       | 29 C.F.R. §1910.1030;<br>SBE Rule 0520-01-13-.03(4);<br>SBE Policy 5.300               | All employees                                                                                                                                                                                  | Annually  |                                                 |
| Child Abuse and Human Trafficking          | T.C.A. § 37-1-408;<br>T.C. A. § 49-6-1601                                              | All school officials and employees                                                                                                                                                             | Annually  | Here are the links to the required trainings to |

| Topic                   | Legal Authority    | Staff Included                                                                         | Frequency                                                                                                                                              | Training Link                                                                                                                                          |
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|                         |                    | working directly with students.                                                        |                                                                                                                                                        | comply with this law:<br><br><a href="#">DCS Child Abuse Training</a><br><br><a href="#">Introduction to Human Trafficking for Tennessee Educators</a> |
| Child Abuse Coordinator | T.C.A. § 49-6-1601 | Child abuse coordinator and alternate child abuse coordinator                          | LEA Discretion                                                                                                                                         |                                                                                                                                                        |
| Concealed Handguns      | T.C.A. § 49-6-815  | School personnel authorized by the LEA to carry a concealed handgun on school grounds. | Initial forty hours basic training in school policing as required by T.C.A. § 49-6-4217 when the authorization to carry a handgun on school grounds is |                                                                                                                                                        |

| Topic       | Legal Authority    | Staff Included                                                | Frequency                                                                                                                                                                                                                                                                 | Training Link                                                    |
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| Concussions |                    |                                                               | <p>issued; and</p> <p>A minimum of 40 hours annually of training specific to school policing that includes hands-on instruction with the authorizing law enforcement agency and that has been approved by the peace officer standards and training (POST) commission.</p> |                                                                  |
|             | T.C.A. § 68-55-502 | Athletic directors and school coaches (employed or volunteer) | Annually                                                                                                                                                                                                                                                                  | Here are the links to the required trainings to comply with this |

| Topic                           | Legal Authority   | Staff Included                                                      | Frequency      | Training Link                                                                                                                                                                          |
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|                                 |                   |                                                                     |                | <p>law:</p> <p><a href="#">HEADS UP to Youth Sports Coaches: Online Concussion Training</a></p> <p><a href="#">HEADS UP to Youth Athletic Trainers: Online Concussion Training</a></p> |
| Coordinated School Health (CSH) | SBE Policy 4.204  | School administrators responsible for implementing the CSH program. | Annually       |                                                                                                                                                                                        |
| Credit Recovery                 | SBE Policy 2.103  | Credit recovery facilitators                                        | LEA Discretion |                                                                                                                                                                                        |
| De-Escalation                   | T.C.A. § 49-6-819 | Teachers, administrators, and other school personnel                | Annually       | Here is the link to the required training to comply with this law:                                                                                                                     |

| Topic                                       | Legal Authority         | Staff Included                                                                    | Frequency | Training Link                          |
|---------------------------------------------|-------------------------|-----------------------------------------------------------------------------------|-----------|----------------------------------------|
|                                             |                         |                                                                                   |           | <a href="#">De-Escalation Training</a> |
| Diabetes                                    | T.C.A. § 49-50-1602     | School personnel who volunteer to assist with the care of students with diabetes. | Annually  |                                        |
| English as a Second Language (ESL) Programs | SBE Rule 0520-01-19-.03 | Teachers who provide direct or indirect ESL services.                             | Annually  |                                        |
| Evaluators                                  | SBE Rule 0520-02-01-.16 | Staff who conduct teacher evaluations and/or observations.                        | Annually  |                                        |
| Fire Alarm Activation Safety Procedure      | T.C.A. § 49-6-807(e)    | All school staff, including substitute teachers and other part-                   | Annually  |                                        |

| Topic                                                                  | Legal Authority                          | Staff Included                                        | Frequency | Training Link                                                                                                                                                                                                                                                                                       |
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|                                                                        |                                          | time staff and school volunteers                      |           |                                                                                                                                                                                                                                                                                                     |
| Glucagon Administration                                                | T.C.A. § 49-50-1602;<br>SBE Policy 4.205 | School personnel who volunteer to administer glucagon | Annually  |                                                                                                                                                                                                                                                                                                     |
| Harassment, Intimidation, Discrimination, Bullying, and Cyber-bullying | T.C.A. § 49-6-4503                       | Teachers and school counselors                        | Annually  | <p>Here are links to optional trainings that may be used to comply with this law:</p> <p><a href="#">Overview of Civil Rights and Anti-Bullying Laws</a></p> <p><a href="#">Overview of Title VI</a></p> <p><a href="#">Overview of Title IX</a></p> <p><a href="#">Overview of Section 504</a></p> |

| Topic                                        | Legal Authority          | Staff Included                                                                                              | Frequency                                                                                                                                                                                                                      | Training Link |
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| Heat Illness Prevention                      | T.C.A. § 49-6-3601       | All employed and volunteer coaches who oversee or participate in outdoor training, practice, or competition | Initial training is required 90 days after the start of the coach's employment or volunteer service.<br><br>Annual training must be completed thereafter.<br><br>Training must be approved by the Tennessee Health Department. |               |
| Human Trafficking                            | T.C.A. § 49-6-3004(c)(1) | All school personnel working directly with students                                                         | Every three years                                                                                                                                                                                                              |               |
| Isolation and Restraint of Special Education | T.C.A. § 49-10-1304;     | LEA Discretion                                                                                              | LEA Discretion                                                                                                                                                                                                                 |               |

| Topic                                              | Legal Authority                                                              | Staff Included                      | Frequency                                                                                                                                                                                                                                                               | Training Link |
|----------------------------------------------------|------------------------------------------------------------------------------|-------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Students                                           | SBE Rule 0520-01-09-.23(2)(c); and<br><br>0520-01-09-.23(4)(b)               |                                     |                                                                                                                                                                                                                                                                         |               |
| Public Charter School<br>Annual Training<br>Course | T.C.A. § 49-13-111                                                           | Charter School<br>Governing<br>Body | Annually<br><br>Training must<br>be approved by<br>SBE.                                                                                                                                                                                                                 |               |
| School Board<br>Personnel                          | T.C.A. § 49-2-2001;<br><br>T.C.A. § 49-2-202;<br><br>SBE Rule 0520-01-02-.11 | School Board<br>Members             | Annually<br><br>Seven hours for<br>all school board<br>members, and<br>an additional<br>14-hour<br>orientation for<br>newly elected<br>members<br>during first year<br>in office. The<br>training courses<br>must be<br>approved by<br>the state board<br>of education. |               |

| Topic                                 | Legal Authority          | Staff Included             | Frequency                                                                                                                                                                                                                                  | Training Link |
|---------------------------------------|--------------------------|----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| School Resource Officers (SROs)       | T.C.A. § 49-6-4217       | School Resource Officers   | Forty hours of basic training in school policing within twelve (12) months of assignment to a school. Every year thereafter, a minimum of 16) hours of training specific to school policing that has been approved by the POST commission. |               |
| School Safety for Substitute Teachers | T.C.A. § 49-2-203(a)(14) | Substitute Teachers        | Annually                                                                                                                                                                                                                                   |               |
| School Security Act                   | T.C.A. § 49-6-4212       | School principals          | LEA Discretion                                                                                                                                                                                                                             |               |
| School Transportation Management      | T.C.A. § 49-6-2116       | Transportation supervisors | Upon being appointed and a minimum of four hours                                                                                                                                                                                           |               |

| Topic                                                                              | Legal Authority    | Staff Included                                  | Frequency                                                                                                                  | Training Link                                                                                                                                                                      |
|------------------------------------------------------------------------------------|--------------------|-------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                    |                    |                                                 | annually thereafter. Must include procedures concerning persons improperly on school buses pursuant to T.C.A. § 49-6-2008. |                                                                                                                                                                                    |
| School Safety Training Pursuant to School Against Violence in Education (SAVE) Act | T.C.A. § 49-6-805  | Students, teachers, and other school personnel  | Annually                                                                                                                   |                                                                                                                                                                                    |
| Search of Lockers, Vehicles, and Other Property                                    | T.C.A. § 49-6-4212 | School personnel authorized to conduct searches | Training developed or approved by the Department of Education must be completed prior to conducting searches.              | <p>Here is a link to Department-approved training to comply with this law:</p> <p><a href="#">Training for School Administrators on Student Searches</a></p> <p>The below link</p> |

| Topic                                                               | Legal Authority                                    | Staff Included                                                                                                                                                                                           | Frequency | Training Link                                                                             |
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|                                                                     |                                                    |                                                                                                                                                                                                          |           | provides TeachALL technical assistance:<br><br><a href="#">TeachALL Course Access FAQ</a> |
| Seizure<br>(Administration of Glucagons & Anti-Seizure Medications) | T.C.A. § 49-50-1602(g);<br>SBE Rule 0520-01-13-.03 | School personnel who administer anti-seizure medications                                                                                                                                                 | Annually  |                                                                                           |
| Seizure Safety & First Aid                                          | T.C.A. § 49-6-321                                  | At least one full-time employee, other than the school nurse, at each school. The training required to assist in the administration of anti-seizure medications (T.C.A. § 49-50-1602(g)), satisfies this | Annually  |                                                                                           |

| Topic                                            | Legal Authority                           | Staff Included                                                                                         | Frequency                     | Training Link |
|--------------------------------------------------|-------------------------------------------|--------------------------------------------------------------------------------------------------------|-------------------------------|---------------|
|                                                  |                                           | training if it also, includes training in seizure safety and first aid.                                |                               |               |
| Standards for School Nutrition Program Employees | 42 U.S.C. § 1776(g)                       | School nutrition program employees                                                                     | Annually                      |               |
| Sudden Cardiac Arrest                            | T.C.A. § 49-6-3601;<br>T.C.A. § 68-6-103  | All employed and volunteer coaches and athletic directors                                              | Annually                      |               |
| Suicide Prevention                               | T.C.A. § 49-6-1901;<br>T.C.A. § 49-6-3004 | All employees of each LEA (T.C.A. § 49-6-1901)<br><br>All teachers and principals (T.C.A. § 49-6-3004) | Minimum of two hours annually |               |

| Topic                                        | Legal Authority                                           | Staff Included                                                                                       | Frequency                                    | Training Link                                                                                                                           |
|----------------------------------------------|-----------------------------------------------------------|------------------------------------------------------------------------------------------------------|----------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|
| Teacher Code of Ethics                       | T.C.A. § 49-5-1007                                        | Teachers                                                                                             | Annually                                     | Here is a link to an optional training that may be used to comply with this law:<br><br><a href="#">Teacher Code of Ethics Training</a> |
| Threat Assessment Team                       | T.C.A. § 49-6-2701                                        | LEA threat assessment team members                                                                   | LEA Discretion                               |                                                                                                                                         |
| Title IX and Sexual Harassment               | 34 C.F.R. § 106.45                                        | Title IX coordinators, investigators, and decision makers; All school personnel in LEA's discretion. | LEA Discretion                               |                                                                                                                                         |
| Transportation of Special Education Students | 45 C.F.R. 1303.72(d);<br>SBE Rule 0520-01-09-.05(2)(e)(4) | Any person employed as a driver.                                                                     | Prior to transporting any enrolled child and |                                                                                                                                         |

| Topic | Legal Authority | Staff Included | Frequency                                      | Training Link |
|-------|-----------------|----------------|------------------------------------------------|---------------|
|       |                 |                | receives<br>refresher<br>training each<br>year |               |

The following trainings are **encouraged** under state law.

| Topic                                                                          | Legal Authority        | Staff Included                                                                                      | Frequency                    |
|--------------------------------------------------------------------------------|------------------------|-----------------------------------------------------------------------------------------------------|------------------------------|
| Allergy Response – Management of Students with Life Threatening Food Allergies | T.C.A. § 49-50-1602(f) | School Personnel                                                                                    | LEA Discretion               |
| Attention Deficit Disorder (ADD) and Hyperactivity                             | T.C.A. § 49-1-215      | Teachers                                                                                            | LEA Discretion               |
| Adverse Childhood Experiences (ACEs)                                           | T.C.A. § 49-1-230      | Teachers                                                                                            | LEA Discretion               |
| AEDs                                                                           | T.C.A. § 49-2-122      | School bus drivers                                                                                  | LEA Discretion               |
| Asthma                                                                         | T.C.A. § 49-1-223      | Teachers and athletic coaches                                                                       | LEA Discretion               |
| Behavioral and Emotional Disorders Prevention and Intervention Strategies      | T.C.A. § 49-6-3004     | Teachers, principals, and other school personnel, and, to the extent possible, school board members | Two in-service training days |
| Emergency First Aid                                                            | T.C.A. § 49-5-414      | Teachers and other personnel who have expressed interest and volunteer school personnel             | Up to 6 ½ hours annually     |

|                                                    |                    |                                    |          |
|----------------------------------------------------|--------------------|------------------------------------|----------|
| Physical Conditional and Use of Training Equipment | T.C.A. § 49-6-3601 | All employed and volunteer coaches | Annually |
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The following trainings are **contingent** under state law or State Board of Education rule if certain factors are met:

| Topic                | Legal Authority                          | Staff Included                                                                       | Frequency      |
|----------------------|------------------------------------------|--------------------------------------------------------------------------------------|----------------|
| Opioid Antagonist    | T.C.A. § 49-50-1604;<br>SBE Policy 4.205 | School nurses and other school personnel (if the LEA maintains an opioid antagonist) | LEA Discretion |
| Student Drug Testing | T.C.A. § 49-6-4213                       | Principals and teachers (if the LEA adopts a drug testing policy)                    | LEA Discretion |

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