

Required Signage for Tennessee Public School Campuses

Mandatory

The following signs are **mandatory** for local education agencies (LEAs) to display under state law, federal law, or State Board of Education rule or policy.

Sign/Topic	Legal Authority	Requirements	Location
Accessibility Accommodation	28 C.F.R. part 26, Appendix B, 2010 ADA Standards for Accessible Design Section 216	Signage that indicates accessible entrances, restrooms, and other facilities must be installed where applicable.	Where applicable.
Child Abuse Reporting	Tenn. Code Ann. § 49-6-304	Provide the toll-free telephone number (in bold print) operated by the Department of Children’s Services to receive reports of child abuse or neglect. It should be in a format and language that is clear, simple, and understandable to students. It must include instructions to students to call 911 for emergencies and provide directions for accessing the Department of Children’s Services website for more information on reporting abuse, neglect, and exploitation. The sign must be at least 8.5” x 11” or larger and be in large print.	Clearly visible, high-traffic location that is readily accessible to students. The sign must be placed at eye level to the students for easy viewing.
Fire Safety	Tenn. Code Ann. § 68-120-101	Clearly mark all exits and fire alarm pull stations.	Emergency exit routes and fire alarm locations.
No Smoking	Tenn. Code Ann. § 39-17-1805	Provide notice that smoking is prohibited on school property.	Clearly and conspicuously at all entrances to the school property.
School Bus Notice	Tenn Code Ann. § 49-6-2008(e)	Provide notice that no person shall enter onto school buses except students assigned to that bus or school, the staff of the	In a conspicuous place on each school bus.

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		school, parents of students, and other persons with lawful and valid business on the bus or school premises. Notice must include appropriate contact information in case of an issue on the school bus.	
School Zone	Tenn Code Ann. § 55-8-214	Inform drivers as to the dropping off or picking up of students at the approaching school zone. All regulatory and warning signs relating to the dropping off or picking up of students must comply with the manual on uniform traffic control devices (MUTCD).	In advance of the marked school zone.
Visitor Code of Conduct	Tenn. Code Ann. § 49-6-4003(d)(3)	Provide notice of the visitor code of conduct, along with a contact phone number for questions.	Prominently at each school entrance.
Weapons on School Property	Tenn. Code Ann. § 39-17-1309(d)	Display a 6" x 14" sign stating: FELONY. STATE LAW PRESCRIBES A MAXIMUM PENALTY OF SIX (6) YEARS IMPRISONMENT AND A FINE NOT TO EXCEED THREE THOUSAND DOLLARS (\$3,000) FOR CARRYING WEAPONS ON SCHOOL PROPERTY.	Prominent locations about the school; including, but not limited to, sports arenas, gymnasiums, stadiums, and cafeterias.

The following signs are **mandatory** for LEAs to display to **employees** under state law, federal law, or State Board of Education rule or policy. A Spanish version must also be displayed if the LEA has Spanish-speaking employees. The current version of these signs are on the [Department of Labor & Workforce Development's Required Posters website](#).

Sign/ Topic	Legal Authority	Requirement	Location
Discrimination in Employment	Tennessee Human Rights Act, codified at Tenn. Code Ann. §§ 4-21-101-4-21-1004	Advise employees it is illegal to discriminate against any person based on race, color, creed, religion, sex, age disability, or national origin.	Prominent place where employees have access such as a break room or time-clock area.

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Minimum Wage and Employee Rights Under the Fair Labor and Standards Act	29 C.F.R. § 516.4	Advise employees about their rights regarding minimum wage, overtime time, child labor laws, and other employment standards outlined in the Fair Labor Standards Act.	Prominent place where employees have access such as a break room or time-clock area.
Job Safety and Health: "It's the Law" Poster	Occupational Safety and Health Administration 29 U.S.C. § 657(c); 29 C.F.R. § 1903.2	Provides short description of employees' occupations rights and requirements of employers.	The OSHA poster must be displayed in a conspicuous place where employees can see it. Copies of the poster shall be at least 8 1/2 by 14 inches with at least 10-point type.
Employee Rights and Responsibilities Under the Family and Medical Leave Act	Wage and Hour Division 29 C.F.R. §§ 825.300,	Access to information regarding the Family and Medical Leave Act and procedures for filing complaints of violations of the Act.	The poster must be posted prominently where it can be readily seen by employees and applicants for employment.
Know Your Rights	Office of Federal Contract Compliance Programs Executive Order 11246, as amended; Section 503 of the Rehabilitation Act of 1973, as amended; 38 U.S.C. 4212 of the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended; 41 C.F.R. §§ 60-1.4; 60-741.5(a); 60-300.5(a)9	Summarizes the federal laws prohibiting job discrimination and explains how employees or applicants can file a complaint if they believe they have experienced discrimination and must be posted by federal contractors at their worksites.	Display copies of the "Know Your Rights" poster and Pay Transparency Nondiscrimination provision in conspicuous places available to employees, applicants for employment, and send to representatives of labor organizations with which there is a collective bargaining agreement.
Pay Transparency Nondiscrimination Provisions	41 C.F.R. § 60-1.35(c) 41 C.F.R. §§ 60-1.4; 60-741.5(a); 60-300.5(a)	Short description of employees right to pay transparency.	Post copies of the poster, supplement, and provision in conspicuous places available to

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			employees, applicants for employment, and send to representatives of labor organizations with which there is a collective bargaining agreement.
Your Rights Under USERRA	Uniformed Services Employment and Reemployment Rights Act (USERRA) 38 U.S.C. § 4334	Explains protections for service members' reemployment rights when returning from a period of service in the uniformed services, including those called up from the reserves or National Guard, and prohibits employer discrimination based on military service or obligation.	Employers may provide the notice by posting it where employee notices are customarily placed.

Recommended

The following signs are **recommended** for LEAs to display under state law, federal law, or State Board of Education rule or policy.

Sign/ Topic	Legal Authority	Recommendation	Location
School Safety Zones	Tenn. Code Ann. § 49-2-116	Mark school safety zones that extend 500 feet from school property or within the area bounded by a divided federal highway, whichever is less, and provide notice that the delivery or sale of a controlled substance or controlled substance analogue to a minor in the school safety zone may subject the offender to an enhanced punishment.	Visible manner on or near each school.

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Speed Limits on School Grounds and Parking Lots	Tenn. Code Ann. § 49-6-4218	Prohibit any person from driving at a rate of speed more than ten miles per hour.	School grounds and parking lots.