



## **Authorized Charter School Handbook**

### **Required Policies and Procedures, Required Postings, and Required Trainings**

**SY 2023-2024**

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.<sup>1</sup> 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. In preparation for the 2021-22 school year, these items shall be developed by the school and shared with the Commission via the Commission’s Box account.

Each year, authorized charter schools will be contacted by Commission staff with specific information regarding the policy review. Schools in their first year of operation with the Commission will be required to undergo a review of all required policies and procedures. 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 will 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. Authorized charter school transferred to the Commission’s authority pursuant to T.C.A. § 49-13-142 will be notified of the of review they have been placed on for the upcoming school year, and specifically what to submit.

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](#)

---

<sup>1</sup> 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"> <li>Code of ethics and conflict of interest policy</li> </ul>	<ul style="list-style-type: none"> <li>Commission LEA Policy 1106</li> <li>Commission Federal Programs Sub-recipient Monitoring Guidebook</li> </ul>	All
<ul style="list-style-type: none"> <li>Grievance and complaint policy and procedures</li> </ul>	<ul style="list-style-type: none"> <li>Commission LEA Policy 1200</li> <li>Commission LEA Policy 1801 (policies shall include general complaints under IDEA)</li> </ul>	All
<ul style="list-style-type: none"> <li>Record retention/maintenance of school records and fulfillment of public records requests</li> </ul>	<ul style="list-style-type: none"> <li>Commission LEA Policy 1407</li> <li>Commission Uniform Grants Guidance Policies/Procedures, pp. 44-45</li> <li>Commission Federal Programs Sub-recipient Monitoring Guidebook</li> </ul>	All
<ul style="list-style-type: none"> <li>ADA/Section 504 complaint policy or procedure</li> </ul>	<ul style="list-style-type: none"> <li>Commission LEA Policy 1802</li> </ul>	All
<ul style="list-style-type: none"> <li>Registered sex offender policy and procedures</li> </ul>	<ul style="list-style-type: none"> <li>Commission LEA Policy 1808</li> </ul>	All
<ul style="list-style-type: none"> <li>Fiscal management procedures</li> <li>Expenditure of funds policy and procedures</li> </ul>	<ul style="list-style-type: none"> <li>Commission LEA Policy 2100</li> <li>Commission LEA Policy 2800</li> <li>Commission Uniform Grants Guidance Policies/Procedures, p. 2</li> <li>Commission Federal Programs Sub-</li> </ul>	All

Required Policies/Procedures	Source of Requirement	Grade Span
	recipient Monitoring Guidebook	
<ul style="list-style-type: none"> <li>Policy / procedure governing the preparation and approval of budgets and budget revisions</li> </ul>	<ul style="list-style-type: none"> <li>Commission LEA Policy 2200</li> <li>Commission Federal Programs Sub-recipient Monitoring Guidebook</li> </ul>	All
<ul style="list-style-type: none"> <li>School fees/fines and fee waiver policy</li> </ul>	<ul style="list-style-type: none"> <li>Commission LEA Policy 2400</li> </ul>	All
<ul style="list-style-type: none"> <li>Grant management procedures, including procedures used to determine if a cost is allowable and properly allocated to an individual grant</li> </ul>	<ul style="list-style-type: none"> <li>Commission LEA Policy 2400</li> <li>Commission Federal Programs Sub-recipient Monitoring Guidebook</li> </ul>	All
<ul style="list-style-type: none"> <li>Property sales/disposal policy and procedures</li> </ul>	<ul style="list-style-type: none"> <li>Commission LEA Policy 2403</li> <li>Commission Uniform Grants Guidance Policies/Procedures, pp. 37-38</li> </ul>	All
<ul style="list-style-type: none"> <li>School support organizations policy and procedures</li> </ul>	<ul style="list-style-type: none"> <li>Commission LEA Policy 2404</li> </ul>	All
<ul style="list-style-type: none"> <li>Deposit of funds policy and procedures</li> </ul>	<ul style="list-style-type: none"> <li>Commission LEA Policy 2500</li> <li>Commission Federal Programs Sub-recipient Monitoring Guidebook</li> </ul>	All
<ul style="list-style-type: none"> <li>Inventory and equipment policies and procedures</li> </ul>	<ul style="list-style-type: none"> <li>Commission LEA Policy 2702</li> <li>Commission Uniform Grants Guidance</li> </ul>	All

Required Policies/Procedures	Source of Requirement	Grade Span
	Policies/Procedures, pp. 35-38 <ul style="list-style-type: none"> <li>Commission Federal Programs Sub-recipient Monitoring Guidebook</li> </ul>	
<ul style="list-style-type: none"> <li>Petty cash policy and procedures</li> </ul>	<ul style="list-style-type: none"> <li>Commission LEA Policy 2801</li> </ul>	All, if applicable
<ul style="list-style-type: none"> <li>Procedures which comply with federal regulations for cash management</li> </ul>	<ul style="list-style-type: none"> <li>Commission Federal Programs Sub-recipient Monitoring Guidebook</li> </ul>	
<ul style="list-style-type: none"> <li>Payroll/time and effort policy and procedures</li> </ul>	<ul style="list-style-type: none"> <li>Commission LEA Policy 2802</li> <li>Commission Uniform Grants Guidance Policies/Procedures pp. 39-40</li> <li>Commission Federal Programs Sub-recipient Monitoring Guidebook</li> </ul>	All
<ul style="list-style-type: none"> <li>Expenses and reimbursements policy and procedures</li> </ul>	<ul style="list-style-type: none"> <li>Commission LEA Policy 2804</li> </ul>	All
<ul style="list-style-type: none"> <li>Travel policy and procedures, including specifics on authorizing, verifying, and reimbursing travel expenditures</li> </ul>	<ul style="list-style-type: none"> <li>Commission LEA Policy 2804</li> <li>Commission Uniform Grants Guidance Policies/Procedures, pp. 18-20</li> <li>Commission Federal Programs Sub-recipient Monitoring Guidebook</li> </ul>	All
<ul style="list-style-type: none"> <li>Purchasing and contracts policy and procedures, including written procurement procedures which comply with federal requirements and awarding contracts that ensures the appropriate approval.</li> </ul>	<ul style="list-style-type: none"> <li>Commission LEA Policy 2805</li> <li>Commission Uniform Grants Guidance</li> </ul>	All

Required Policies/Procedures	Source of Requirement	Grade Span
	Policies/Procedures, pp. 25-32 <ul style="list-style-type: none"> <li>Commission Federal Programs Sub-recipient Monitoring Guidebook</li> </ul>	
<ul style="list-style-type: none"> <li>Student activity funds policy and procedures</li> </ul>	<ul style="list-style-type: none"> <li>Commission LEA Policy 2900</li> </ul>	All
<ul style="list-style-type: none"> <li>School safety and emergency response plan/procedures</li> </ul>	<ul style="list-style-type: none"> <li>Commission LEA Policy 3201</li> <li>Commission Emergency Preparedness and School Safety Drill Procedures</li> </ul>	All
<ul style="list-style-type: none"> <li>Service animal policy</li> </ul>	<ul style="list-style-type: none"> <li>Commission LEA Policy 3218</li> </ul>	All
<ul style="list-style-type: none"> <li>Transportation policy and procedures</li> <li>Transportation safety complaint policy and procedures</li> <li>Procedure governing use of cameras and video cameras on school buses</li> </ul>	<ul style="list-style-type: none"> <li>Commission LEA Policy 3400</li> <li>Commission Transportation Procedures</li> </ul>	All, if applicable
<ul style="list-style-type: none"> <li>Insurance/HIPAA security standards for electronic protected health information policy and procedure (**required for schools sponsoring group health plans)</li> </ul>	<ul style="list-style-type: none"> <li>Commission LEA Policy 3600</li> </ul>	All, if applicable
<ul style="list-style-type: none"> <li>Credit recovery procedures</li> </ul>	<ul style="list-style-type: none"> <li>Commission LEA Policy 4210</li> </ul>	High schools
<ul style="list-style-type: none"> <li>Work based learning program procedures</li> </ul>	<ul style="list-style-type: none"> <li>Commission LEA Policy 4211</li> </ul>	High schools

Required Policies/Procedures	Source of Requirement	Grade Span
<ul style="list-style-type: none"> <li>Interscholastic athletics policy (**required for schools participating in interscholastic athletics)</li> </ul>	<ul style="list-style-type: none"> <li>Commission LEA Policy 4300</li> </ul>	All, if applicable
<ul style="list-style-type: none"> <li>Instructional materials policy and procedures</li> </ul>	<ul style="list-style-type: none"> <li>Commission LEA Policy 4400</li> </ul>	All
<ul style="list-style-type: none"> <li>Internet safety and appropriate use of technology</li> </ul>	<ul style="list-style-type: none"> <li>Commission LEA Policy 4406</li> </ul>	All
<ul style="list-style-type: none"> <li>E-Rate policy and procedures</li> </ul>	<ul style="list-style-type: none"> <li>Commission LEA Policy 4406</li> </ul>	All, if applicable
<ul style="list-style-type: none"> <li>Parent and family engagement policy</li> </ul>	<ul style="list-style-type: none"> <li>Commission LEA Policy 4502</li> <li>Commission Federal Programs Sub-recipient Monitoring Guidebook</li> </ul>	All
<ul style="list-style-type: none"> <li>Promotion and retention policy (including how attendance will be used as a criteria for promotion/denial)</li> <li>Procedure for developing the individualized promotion plan</li> </ul>	<ul style="list-style-type: none"> <li>Commission LEA Policy 4603</li> <li>Commission LEA Policy 6200</li> </ul>	All
<ul style="list-style-type: none"> <li>Retention procedures (**required for grades K-8)</li> </ul>	<ul style="list-style-type: none"> <li>Commission LEA Policy 4603</li> </ul>	Elementary schools, Middle schools
<ul style="list-style-type: none"> <li>Grading policy</li> <li>EOC/TN Ready final grade methodology policy</li> </ul>	<ul style="list-style-type: none"> <li>Commission LEA Policy 4603</li> </ul>	All
<ul style="list-style-type: none"> <li>Graduation distinctions policy</li> </ul>	<ul style="list-style-type: none"> <li>Commission LEA Policy 4605</li> </ul>	High schools
<ul style="list-style-type: none"> <li>Student equal access/limited public forum policy and procedures (**required if the school creates a limited public forum)</li> </ul>	<ul style="list-style-type: none"> <li>Commission LEA Policy 4802</li> </ul>	All, if applicable

Required Policies/Procedures	Source of Requirement	Grade Span
<ul style="list-style-type: none"> <li>Alcohol and drug use testing policy for employees and bus drivers</li> </ul>	<ul style="list-style-type: none"> <li>Commission LEA Policy 5104</li> </ul>	All
<ul style="list-style-type: none"> <li>Equal opportunity employment policy</li> </ul>	<ul style="list-style-type: none"> <li>Commission LEA Policy 5104</li> </ul>	All
<ul style="list-style-type: none"> <li>Employee-related complaints and grievance policy</li> </ul>	<ul style="list-style-type: none"> <li>Commission LEA Policy 5104</li> </ul>	All
<ul style="list-style-type: none"> <li>Employee discrimination and harassment policy</li> </ul>	<ul style="list-style-type: none"> <li>Commission LEA Policy 5104</li> </ul>	All
<ul style="list-style-type: none"> <li>Human resources policies/hiring process</li> </ul>	<ul style="list-style-type: none"> <li>Commission LEA Policy 5106</li> <li>Commission Uniform Grants Guidance Policies/Procedures pp.42-43</li> <li>Commission Personnel/Hiring Procedures</li> <li>Commission Federal Programs Sub-recipient Monitoring Guidebook</li> </ul>	All
<ul style="list-style-type: none"> <li>CHRI and background information security procedures</li> <li>School volunteer background check requirement procedures</li> <li>Student privacy after employee separation procedures</li> </ul>	<ul style="list-style-type: none"> <li>Commission LEA Policy 5118</li> <li>Commission LEA Policy 5107</li> <li>Personnel/Hiring Procedures</li> </ul>	All
<ul style="list-style-type: none"> <li>Employee health/handling of bodily fluids procedures</li> </ul>	<ul style="list-style-type: none"> <li>Commission LEA Policy 5400</li> </ul>	All
<ul style="list-style-type: none"> <li>Employee HIV/HPV confidentiality procedures</li> </ul>	<ul style="list-style-type: none"> <li>Commission LEA Policy 5400</li> </ul>	All, if applicable



Required Policies/Procedures	Source of Requirement	Grade Span
<ul style="list-style-type: none"> <li>Substitute teacher policy</li> </ul>	<ul style="list-style-type: none"> <li>Commission LEA Policy 5701</li> </ul>	All
<ul style="list-style-type: none"> <li>Student attendance policy and procedures</li> </ul>	<ul style="list-style-type: none"> <li>Commission LEA Policy 6200</li> </ul>	All
<ul style="list-style-type: none"> <li>Make-up work policy</li> </ul>	<ul style="list-style-type: none"> <li>Commission LEA Policy 6200</li> </ul>	All
<ul style="list-style-type: none"> <li>Physical examinations and immunizations policy</li> </ul>	<ul style="list-style-type: none"> <li>Commission LEA Policy 6203</li> </ul>	All
<ul style="list-style-type: none"> <li>Admissions and enrollment policy</li> </ul>	<ul style="list-style-type: none"> <li>Commission LEA Policy 6206</li> </ul>	All
<ul style="list-style-type: none"> <li>Student discipline policy and procedures</li> </ul>	<ul style="list-style-type: none"> <li>Commission LEA Policy 6313</li> <li>Commission Disciplinary Hearing Authority Procedures</li> </ul>	All
<ul style="list-style-type: none"> <li>Zero tolerance policy and procedures (Update to assign the head of a charter school for zero tolerance modifications)</li> </ul>	<ul style="list-style-type: none"> <li>Commission LEA Policy 6309</li> </ul>	All
<ul style="list-style-type: none"> <li>Bullying, cyber-bullying, discrimination, harassment, and hazing policy</li> </ul>	<ul style="list-style-type: none"> <li>Commission LEA Policy 6304</li> <li>Commission Federal Programs Sub-recipient Monitoring Guidebook</li> </ul>	All
<ul style="list-style-type: none"> <li>Student alcohol and drug use policy</li> <li>Student alcohol and drug testing policy</li> </ul>	<ul style="list-style-type: none"> <li>Commission LEA Policy 6307</li> <li>Commission LEA Policy 6313</li> </ul>	All
<ul style="list-style-type: none"> <li>Safe relocation of students policy</li> </ul>	<ul style="list-style-type: none"> <li>Commission LEA Policy 6313</li> </ul>	All

Required Policies/Procedures	Source of Requirement	Grade Span
<ul style="list-style-type: none"> <li>Student disciplinary hearing authority (DHA) policy and procedures (Update to assign the head of a charter school for zero tolerance modifications)</li> </ul>	<ul style="list-style-type: none"> <li>Commission LEA Policy 6317</li> <li>Commission Disciplinary Hearing Authority Procedures</li> </ul>	All
<ul style="list-style-type: none"> <li>Student wellness and health services policy</li> </ul>	<ul style="list-style-type: none"> <li>Commission LEA Policy 6400</li> </ul>	All
<ul style="list-style-type: none"> <li>OSHA infection control procedures</li> <li>Privacy procedures for student medical documents</li> </ul>	<ul style="list-style-type: none"> <li>Commission LEA Policy 6404</li> </ul>	All
<ul style="list-style-type: none"> <li>Child abuse reporting procedures</li> </ul>	<ul style="list-style-type: none"> <li>Commission LEA Policy 6409</li> </ul>	All
<ul style="list-style-type: none"> <li>Concussion and sudden cardiac arrest policy and procedures</li> </ul>	<ul style="list-style-type: none"> <li>Commission LEA Policy 6413</li> </ul>	All, if applicable
<ul style="list-style-type: none"> <li>Homeless students policy and procedures</li> </ul>	<ul style="list-style-type: none"> <li>Commission LEA Policy 6503</li> <li>Commission Federal Programs Sub-recipient Monitoring Guidebook</li> </ul>	All
<ul style="list-style-type: none"> <li>Migrant students procedures</li> </ul>	<ul style="list-style-type: none"> <li>Commission LEA Policy 6504</li> <li>Commission Federal Programs Sub-recipient Monitoring Guidebook</li> </ul>	All
<ul style="list-style-type: none"> <li>Foster student policy and procedures</li> </ul>	<ul style="list-style-type: none"> <li>Commission LEA Policy 6505</li> <li>Commission Foster Care Procedures</li> </ul>	All
<ul style="list-style-type: none"> <li>Identification of immigrant student procedures</li> </ul>	<ul style="list-style-type: none"> <li>Commission Student Enrollment Procedures</li> <li>Commission Federal Programs Sub-</li> </ul>	All

Required Policies/Procedures	Source of Requirement	Grade Span
	recipient Monitoring Guidebook	
<ul style="list-style-type: none"> <li>Enrollment of Military Students policy</li> </ul>	<ul style="list-style-type: none"> <li>Commission Enrollment Procedures</li> </ul>	All
<ul style="list-style-type: none"> <li>Confidentiality of student records policy</li> <li>Survey of students/Collection of information policy</li> </ul>	<ul style="list-style-type: none"> <li>Commission LEA Policy 6600</li> <li>Commission Uniform Grants Guidance Policies/Procedures, p. 48</li> <li>Commission Federal Programs Sub-recipient Monitoring Guidebook</li> </ul>	All
<ul style="list-style-type: none"> <li>Purchase card policy or procedure</li> </ul>	<ul style="list-style-type: none"> <li>Commission Uniform Grants Guidance Policies/Procedures, p. 30</li> </ul>	All
<ul style="list-style-type: none"> <li>Grievance and complaint policy for violation of standards of conduct for contracts supported by federal awards</li> </ul>	<ul style="list-style-type: none"> <li>Commission Uniform Grants Guidance Policies/Procedures, pp. 33-34</li> </ul>	All
<ul style="list-style-type: none"> <li>Employee separation practices policy or procedure</li> </ul>	<ul style="list-style-type: none"> <li>Commission Uniform Grants Guidance Policies/Procedures, p. 42</li> </ul>	All
<ul style="list-style-type: none"> <li>Child find and referral procedures</li> </ul>	<ul style="list-style-type: none"> <li>Commission Child Find Procedures</li> </ul>	All
<ul style="list-style-type: none"> <li>Protection of employee personal information policy and procedures</li> </ul>	<ul style="list-style-type: none"> <li>Commission Uniform Grants Guidance Policies/Procedures, p. 45</li> </ul>	All

Required Policies/Procedures	Source of Requirement	Grade Span
	<ul style="list-style-type: none"> <li>Commission Federal Programs Sub-recipient Monitoring Guidebook</li> </ul>	
<ul style="list-style-type: none"> <li>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</li> </ul>	<ul style="list-style-type: none"> <li>Commission Federal Programs Sub-recipient Monitoring Guidebook</li> <li>English Learner Monitoring Procedures, p. 1, 5</li> </ul>	All
<ul style="list-style-type: none"> <li>Administration of medications that treat adrenal insufficiency procedures</li> </ul>	<ul style="list-style-type: none"> <li>Commission LEA Policy 6400</li> </ul>	All
<ul style="list-style-type: none"> <li>Parent notification of right to appeal any denial of a course access course enrollment procedure</li> </ul>	<ul style="list-style-type: none"> <li>Commission LEA Policy 4209</li> </ul>	High schools
<ul style="list-style-type: none"> <li>Title IX and sexual harassment policy and procedures</li> </ul>	<ul style="list-style-type: none"> <li>Commission LEA Policy 6304.01</li> </ul>	All

### Required Plans/Processes

Required Plans/Processes	Source of Requirement	Grade Span
<ul style="list-style-type: none"> <li>Asbestos management plan</li> </ul>	<ul style="list-style-type: none"> <li>Commission LEA Policy 3208</li> </ul>	All
<ul style="list-style-type: none"> <li>Differentiated pay/strategic compensation plan, or Salary Schedule</li> </ul>	<ul style="list-style-type: none"> <li>Commission LEA Policy 5911</li> <li>Commission Federal Programs Sub-recipient Monitoring Guidebook</li> </ul>	All
<ul style="list-style-type: none"> <li>Plan for providing regular supervision and monitoring of students participating in Course Access courses.</li> </ul>	<ul style="list-style-type: none"> <li>Commission LEA Policy 4209</li> </ul>	High schools

Required Plans/Processes	Source of Requirement	Grade Span
<ul style="list-style-type: none"> <li>Plan for monitoring and limiting the retention of ELs</li> </ul>	<ul style="list-style-type: none"> <li>Commission English Learner Monitoring Procedures, p. 6</li> </ul>	All
<ul style="list-style-type: none"> <li>Suicide postvention plan</li> </ul>	<ul style="list-style-type: none"> <li>Commission LEA Policy 6400</li> </ul>	All, if applicable
<ul style="list-style-type: none"> <li>Management of students with life-threatening allergies plan</li> </ul>	<ul style="list-style-type: none"> <li>Commission LEA Policy 6400</li> </ul>	All
<ul style="list-style-type: none"> <li>Special Education Services plan</li> <li>Process to recruit, train, and appoint surrogate parents in the case of students who are wards of the state, unaccompanied homeless youth, or in cases where a parent cannot be located</li> </ul>	<ul style="list-style-type: none"> <li>Commission LEA Policy 1801</li> </ul>	All
<ul style="list-style-type: none"> <li>Plan to serve gifted students</li> </ul>	<ul style="list-style-type: none"> <li>Commission Gifted Students Procedures</li> </ul>	All
<ul style="list-style-type: none"> <li>Response to Intervention (RTI<sup>2</sup>) implementation plan</li> </ul>	<ul style="list-style-type: none"> <li>Commission Federal Programs Sub-recipient Monitoring Guidebook</li> </ul>	All
<ul style="list-style-type: none"> <li>Chronic absenteeism rate review process/plan</li> </ul>	<ul style="list-style-type: none"> <li>Commission Federal Programs Sub-recipient Monitoring Guidebook</li> </ul>	All
<ul style="list-style-type: none"> <li>Process for reviewing data on special education students, and for reviewing policies and practices relating to discipline of students with disabilities</li> </ul>	<ul style="list-style-type: none"> <li>Commission Federal Programs Sub-recipient Monitoring Guidebook</li> </ul>	All
<ul style="list-style-type: none"> <li>Process for identifying, supporting, and monitoring educators with low teacher-effect scores and/or observation scores</li> </ul>	<ul style="list-style-type: none"> <li>Commission Federal Programs Sub-recipient Monitoring Guidebook</li> </ul>	All
<ul style="list-style-type: none"> <li>A process to evaluate human capital strategies, including recruitment, development and retention of teachers</li> </ul>	<ul style="list-style-type: none"> <li>Commission Federal Programs Sub-recipient Monitoring Guidebook</li> </ul>	All
<ul style="list-style-type: none"> <li>Plan to ensure non-qualified teachers and paraprofessionals are not paid with Title I or Title II funds</li> </ul>	<ul style="list-style-type: none"> <li>Commission Federal Programs Sub-recipient Monitoring Guidebook</li> </ul>	All

Required Plans/Processes	Source of Requirement	Grade Span
<ul style="list-style-type: none"> <li>Plan for assessing and ensuring teacher fluency in reading, writing, speaking, and listening for all teachers working with ELs.</li> </ul>	<ul style="list-style-type: none"> <li>Commission Federal Programs Sub-recipient Monitoring Guidebook</li> <li>English Learner Monitoring Procedures</li> </ul>	All
<ul style="list-style-type: none"> <li>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</li> </ul>	<ul style="list-style-type: none"> <li>Commission Federal Programs Sub-recipient Monitoring Guidebook</li> </ul>	All
<ul style="list-style-type: none"> <li>Professional development plan</li> </ul>	<ul style="list-style-type: none"> <li>Commission Federal Programs Sub-recipient Monitoring Guidebook</li> </ul>	All
<ul style="list-style-type: none"> <li>Plan for support, supervision, and evaluation of teachers and staff</li> </ul>	<ul style="list-style-type: none"> <li>Commission Federal Programs Sub-recipient Monitoring Guidebook</li> </ul>	All
<ul style="list-style-type: none"> <li>Recruitment and retention of highly effective teachers and paraprofessionals plan (including SPED, ESL, and diverse backgrounds)</li> <li>Plan to fill teaching positions in hard-to-staff subjects</li> </ul>	<ul style="list-style-type: none"> <li>Commission LEA Policy 5106</li> <li>Commission Federal Programs Sub-recipient Monitoring Guidebook</li> </ul>	All

**Optional Policies/Procedures**

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

## 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"> <li>Notice that use of tobacco, electronic/battery operated devices, vapor products, and all other associated paraphernalia are prohibited.</li> </ul>	<ul style="list-style-type: none"> <li>Commission LEA Policy 1803</li> </ul>
<ul style="list-style-type: none"> <li>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></li> </ul>	<ul style="list-style-type: none"> <li>T.C.A. § 39-17-1605</li> </ul>
<ul style="list-style-type: none"> <li>Notice prohibiting weapons on school property; see required text and specifications in Commission LEA Policy 3201</li> </ul>	<ul style="list-style-type: none"> <li>Commission LEA Policy 3201</li> </ul>
<ul style="list-style-type: none"> <li>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</li> </ul>	<ul style="list-style-type: none"> <li>Commission LEA Policy 6303</li> </ul>
<ul style="list-style-type: none"> <li>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</li> </ul>	<ul style="list-style-type: none"> <li>Commission LEA Policy 6303</li> </ul>
<ul style="list-style-type: none"> <li>DCS/child abuse reporting notice; see required text and specifications in Commission LEA Policy 6409</li> </ul>	<ul style="list-style-type: none"> <li>Commission LEA Policy 6409</li> </ul>
<ul style="list-style-type: none"> <li>Homeless information posters</li> </ul>	<ul style="list-style-type: none"> <li>Commission Students Experiencing Homelessness Procedures</li> </ul>
<ul style="list-style-type: none"> <li>Child find information posters</li> </ul>	<ul style="list-style-type: none"> <li>Commission Child Find Procedures</li> </ul>
<ul style="list-style-type: none"> <li>National Motto</li> </ul>	<ul style="list-style-type: none"> <li>T.C.A. § 49-6-2502</li> </ul>



### III. Trainings Required by Commission LEA Policies<sup>2</sup>

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 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</p>	All	Annual

<sup>2</sup> 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
		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	<p>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 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 :</p> <ul style="list-style-type: none"> <li>• HIV epidemiology;</li> <li>• Methods of transmission and prevention;</li> <li>• Bloodborne pathogens;</li> <li>• Universal precautions;</li> </ul>	All	Annual

Required Training	Source of Requirement	Notes	Grade Span	Frequency
		<ul style="list-style-type: none"> <li>• Psychological and social aspects of HIV and AIDS;</li> <li>• Related federal and state laws and policies; and</li> <li>• School procedures and policies regarding HIV and AIDS-related issues.</li> </ul>		
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 Safety 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 Safety Act of 1981 and district and school policies and procedures.	All	Annual
Discrimination and Harassment	LEA Policy 6304 Bullying, Cyber-Bullying, Discrimination, Harassment and Hazing	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
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	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.	All	Annual

Required Training	Source of Requirement	Notes	Grade Span	Frequency
		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.		
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 course for the athletic director and all coaches, whether employed or volunteer.	All, if applicable	Annual
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	All	Annual

Required Training	Source of Requirement	Notes	Grade Span	Frequency
		and educational needs of children in foster care.		
Needs of Homeless Students	Commission Federal Programs Sub-recipient Monitoring Guidebook	The school shall provide professional development to staff members related to the requirements of homeless students. <b>Resource:</b> <a href="#">SchoolHouse Connection</a>	All	Annual
WIDA Standards	Commission English Learner Monitoring Procedures	Each authorized charter school shall provide annual training on WIDA 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
W-APT/WIDA Screener	Commission Federal Programs Sub-recipient Monitoring Guidebook	The school ensures that all certified ESL teachers are trained annually on administering the W-APT (if applicable) and/or the WIDA Screener and are the only personnel who administer these tests.	All	Annual
Isolation and Restraint	Commission Federal Programs Sub-recipient Monitoring Guidebook	Schools must ensure that school staff members receive annual training on isolation and/or restraint.	All	Annual
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
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	All	Annual

Required Training	Source of Requirement	Notes	Grade Span	Frequency
		teachers (test administrators), proctors, and any other relevant staff who will have access to testing materials.		
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
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"> <li>• 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.</li> <li>• 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.</li> </ul>	All, if applicable	Annual
Human Trafficking	T.C.A. § 49-6-3004	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:	All	Once every three (3) years, during in-service training

Required Training	Source of Requirement	Notes	Grade Span	Frequency
		<ul style="list-style-type: none"> <li><a href="#">National Center for on Safe and Supportive Learning Environment</a></li> </ul>		
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 responsible for ensuring that all new custodial staff are trained within 60 days of hire	All	Once, 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



#### 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