



Authorized Charter School Handbook Required Policies and Procedures, Required Postings, and Required Trainings SY 2026-27

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 subrecipient 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, except if there is an exception noted in the description of the policy.¹ For specific information that must be included in each policy, procedure, or plan, please see the document referenced under the “Source of Requirement” heading. Please read the document or page listed under “Source of Requirement” in its entirety as many of the referenced documents contain several requirements.

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

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

This document outlines all school level policies, procedures, processes, and plans required by Commission LEA Policies and Procedures. Several sources of requirements are within the Commission's [LEA Policies](#) and [LEA Procedures](#).² Schools shall use these sources for reference as they contain specific requirements regarding the policies and procedures.

This section is divided into three sub-sections:

- Required Policies/Procedures
- Required Plans/Processes
- Optional Policies/Procedures

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

² All of the [Commission's LEA Policies and Procedures](#) are available on the [Commission website](#).

Required Policies/Procedures

Required Policies/Procedures	Source of Requirement
Code of ethics and conflict of interest policy	Commission LEA Policy 1106
Grievance and complaint policy and procedures	Commission LEA Policy 1200 Commission LEA Policy 1801 (policies shall include general complaints under IDEA)
Record retention/maintenance of school records and fulfillment of public records requests	Commission LEA Policy 1407 Commission LEA Procedure 1027 Uniform Grants Guidance Policies/Procedures
ADA/Section 504 complaint policy or procedure	Commission LEA Policy 1802
Registered sex offender policy and procedures	Commission LEA Policy 1808
Fiscal management procedures Expenditure of funds policy and procedures	Commission LEA Policy 2100 Commission LEA Policy 2800 Commission LEA Procedure 1027 Uniform Grants Guidance Policies/Procedures
Policy/procedure governing the preparation and approval of budgets and budget revisions	Commission LEA Policy 2200
School fees/fines and fee waiver policy	Commission LEA Policy 2400
Grant management procedures, including procedures used to determine if a cost is allowable and properly allocated to an individual grant	Commission LEA Policy 2400

Required Policies/Procedures	Source of Requirement
Property sales/disposal policy and procedures	Commission LEA Policy 2403 Commission LEA Procedures 1027 Uniform Grants Guidance
School support organizations policy and procedures	Commission LEA Policy 2404
Deposit of funds policy and procedures	Commission LEA Policy 2500
Inventory and equipment policies and procedures	Commission LEA Policy 2702 Commission LEA Procedures 1027 Uniform Grants Guidance
Petty cash policy and procedures Applicable to all schools using petty cash	Commission LEA Policy 2801
Procedures that comply with federal regulations for cash management	Commission LEA Procedures 1027 Uniform Grants Guidance
Payroll/time and effort policy and procedures	Commission LEA Policy 2802 Commission LEA Procedures 1027 Uniform Grants Guidance
Expenses and reimbursements policy and procedures	Commission LEA Policy 2804
Travel policy and procedures, including specifics on authorizing, verifying, and reimbursing travel expenditures	Commission LEA Policy 2804 Commission LEA Procedures 1027 Uniform Grants Guidance

Required Policies/Procedures	Source of Requirement
Purchasing and contracts policy and procedures, including written procurement procedures that comply with federal requirements and awarding contracts that ensure the appropriate approval.	Commission LEA Policy 2805 Commission LEA Procedures 1027 Uniform Grants Guidance
Student activity funds policy and procedures	Commission LEA Policy 2900
School safety and emergency response plan/procedures	Commission LEA Policy 3201 Commission LEA Procedures 1016 Emergency Preparedness and School Safety Drill Procedures
Service animal policy	Commission LEA Policy 3218
Transportation policy and procedures Transportation safety complaint policy and procedures Procedure governing the use of cameras and video cameras on school buses Applicable to all schools using cameras	Commission LEA Policy 3400 Commission Transportation Procedures 1023
Insurance/HIPAA security standards for electronic protected health information policy and procedure (**required for schools sponsoring group health plans)	Commission LEA Policy 3600
Credit recovery procedures Applicable to high schools	Commission LEA Policy 4210
Work-based learning program procedures Applicable to high schools	Commission LEA Policy 4211

Required Policies/Procedures	Source of Requirement
Interscholastic athletics policy Applicable for schools participating in interscholastic athletics	Commission LEA Policy 4300
Instructional materials policy and procedures	Commission LEA Policy 4400
Internet safety and appropriate use of technology	Commission LEA Policy 4406
E-Rate policy and procedures Applicable to all schools using E-Rate	Commission LEA Policy 4406
Parent and Family Engagement Policy	Commission LEA Policy 4502
Promotion and retention policy (including how attendance will be used as a criterion for promotion/denial) Procedure for developing the individualized promotion plan	Commission LEA Policy 4603 Commission LEA Policy 6200
Grading policy EOC/TN Ready final grade methodology policy	Commission LEA Policy 4603
Graduation distinctions policy Applicable to high schools	Commission LEA Policy 4605
Student equal access/limited public forum policy and procedures Applicable if the school creates a limited public forum	Commission LEA Policy 4802
Alcohol and drug use testing policy for employees and bus drivers	Commission LEA Policy 5104

Required Policies/Procedures	Source of Requirement
Equal opportunity employment policy	Commission LEA Policy 5104
Employee-related complaints and grievance policy	Commission LEA Policy 5104
Employee discrimination and harassment policy	Commission LEA Policy 5104
Human resources policies/hiring process	Commission LEA Policy 5106 Commission LEA Procedures 1027 Uniform Grants Guidance
CHRI and background information security procedures School volunteer background check requirement procedures Student privacy after employee separation procedures	Commission LEA Policy 5118 Commission LEA Policy 5107 Commission Personnel/Hiring Procedures 1013
Employee health/handling of bodily fluids procedures	Commission LEA Policy 5400
Employee HIV/HPV confidentiality procedures	Commission LEA Policy 5400
Substitute teacher policy that includes provisions for requiring annual school safety training	Commission LEA Policy 5701 T.C.A. § 49-2-203(a)(14)
Student attendance policy and procedures	Commission LEA Policy 6200
Make-up work policy	Commission LEA Policy 6200
Physical examinations and immunizations policy	Commission LEA Policy 6203
Admissions and enrollment policy	Commission LEA Policy 6206

Required Policies/Procedures	Source of Requirement
Student discipline policy and procedures	Commission LEA Policy 6313 Commission Disciplinary Hearing Authority Procedures 1002
Procedure for reviewing data on special education students, and for reviewing policies and practices relating to discipline of students with disabilities	Commission Special Education Monitoring Procedures 1018 Commission Students with Disabilities Discipline Procedures 1031
Bullying, cyber-bullying, discrimination, harassment, and hazing policy	Commission LEA Policy 6304
Student alcohol and drug use policy Student alcohol and drug testing policy	Commission LEA Policy 6307 Commission LEA Policy 6313
Safe relocation of students policy	Commission LEA Policy 6313
Student disciplinary hearing authority (DHA) policy and procedures Ensure the head of the charter school is designated to modify zero tolerance disciplinary action	Commission LEA Policy 6317 Commission Disciplinary Hearing Authority Procedures 1002
Student wellness and health services policy	Commission LEA Policy 6400
OSHA infection control procedures Privacy procedures for student medical documents	Commission LEA Policy 6404
Child abuse reporting procedures	Commission LEA Policy 6409
Concussion and sudden cardiac arrest policy and procedures	Commission LEA Policy 6413

Required Policies/Procedures	Source of Requirement
Students Experiencing Homelessness policy and procedures	Commission LEA Policy 6503 Commission Student Enrollment Procedures 1006
Migrant students procedures	Commission LEA Policy 6504 Commission Student Enrollment Procedures 1006
Foster student policy and procedures	Commission LEA Policy 6505 Commission Foster Care Procedures 1007 Commission Student Enrollment Procedures 1006
Identification of immigrant student procedures	Commission Student Enrollment Procedures 1006
Enrollment of Military Students policy	Commission Enrollment Procedures 1006
Confidentiality of student records policy Survey of students/Collection of information policy	Commission LEA Policy 6600 Commission Uniform Grants Guidance Policies/Procedures 1027
Purchase card policy or procedure	Commission Uniform Grants Guidance Policies/Procedures 1027
Grievance and complaint policy for violation of standards of conduct for contracts supported by federal awards	Commission Uniform Grants Guidance Policies/Procedures 1027
Employee separation practices policy or procedure	Commission Uniform Grants Guidance Policies/Procedures 1027

Required Policies/Procedures	Source of Requirement
Child find and referral procedures	Commission Child Find Procedures 1001 Commission Federal Programs Subrecipient Monitoring Guidebook
Surrogate Parent policy and procedure	Commission LEA Policy 6506 Commission Federal Programs Subrecipient Monitoring Guidebook
Protection of employee personal information policy and procedures	Commission Uniform Grants Guidance Policies/Procedures 1027 Commission Federal Programs Subrecipient Monitoring Guidebook
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	Commission Federal Programs Subrecipient Monitoring Guidebook Commission LEA Policy 4207 Commission English Learner Monitoring Procedures 1005
Administration of medications that treat adrenal insufficiency procedures	Commission LEA Policy 6400
Parent notification of right to appeal any denial of a course access course enrollment procedure Applicable to high schools	Commission LEA Policy 4209
Title IX and sexual harassment policy and procedures	Commission LEA Policy 6305
Fire alarm safety procedures	Commission LEA Policy 3202

Required Policies/Procedures	Source of Requirement
Use of artificial intelligence (AI) Policy must be submitted annually to TDOE by July 1	Commission LEA Policy 4213
Visitor Code of Conduct	Commission LEA Policy 4502
Policy to establish a threat assessment team within the school	Commission LEA Policy 3201 T.C.A. §§ 49-6-2701 - 2703
Policy to prohibit use of wireless communication devices during instructional time.	Commission LEA Policy 6301 T.C.A. § 49-6-320
Policy to prohibit the use of digital devices and social media platform access for students in grades K-5	Commission LEA Policy 6301 2026 Legislative Session Pub. Ch. 808
Policy to address classroom evacuations and notifications to parents and/or legal guardians	2026 Legislative Session Pub. Ch. 850

Required Plans/Processes

Required Plans/Processes	Source of Requirement
Asbestos management plan	Commission LEA Policy 3208
Differentiated pay/strategic compensation plan or Salary Schedule	Commission LEA Policy 5911 Commission Federal Programs Sub-recipient Monitoring Guidebook
Plan for providing regular supervision and monitoring of students participating in Course Access courses. Applicable to high schools	Commission LEA Policy 4209
Plan for monitoring and limiting the retention of ELs	Commission English Learner Monitoring Procedures 1005
Suicide postvention plan	Commission LEA Policy 6400
Management of students with life-threatening allergies plan	Commission LEA Policy 6400
Special Education Services plan	Commission LEA Policy 1801 Commission Special Education Monitoring Procedures 1018
Plan to serve gifted students	Commission Gifted Students Procedures 1008 Commission Federal Programs Sub-recipient Monitoring Guidebook
Plan to develop and implement Individualized Learning Plans for students with characteristics of dyslexia	Commission Dyslexia Procedures 1003 Commission Federal Programs Sub-recipient Monitoring Guidebook
Response to Intervention (RTI ²) implementation plan	Commission Response to Instruction and Intervention Procedures 1034

Required Plans/Processes	Source of Requirement
Plan for assessing and ensuring teacher fluency in reading, writing, speaking, and listening for all teachers working with ELs.	English Learner Monitoring Procedures
Professional development plan	Commission Federal Programs Sub-recipient Monitoring Guidebook
Plan for support, supervision, and evaluation of teachers and staff	Commission Federal Programs Sub-recipient Monitoring Guidebook
Recruitment and retention of highly effective teachers and paraprofessionals plan (including SPED, ESL, and diverse backgrounds) Plan to fill teaching positions in hard-to-staff subjects	Commission LEA Policy 5106
Cardiac Emergency Response Plan	Commission LEA Policy 6400
Athletics Emergency Action Plan Applicable to any school offering interscholastic athletics	Commission LEA Policy 6400
Conflict Resolution Intervention Program Plan Applicable to schools serving any grades 1-6	Commission LEA Policy 3201
Process for prohibiting use of wireless communication devices during instructional time	Commission LEA Policy 6301
Plan for transitioning students to virtual learning	Commission LEA Policy 4212

Optional Policies/Procedures

Optional Policies/Procedures	Source of Requirement
ADA/Section 504 Due Process hearing procedures (additional procedures above those outlined in Charter Commission policy)	Commission LEA Policy 1802
Smoke free environment policy	Commission LEA Policy 1803
Possession of firearms on school property policy	Commission LEA Policy 3201
Policy allowing commercial advertising on school buses	Commission LEA Policy 3400
Policy allowing/prohibiting students to exit at a bus stop other than the regular stop	Commission LEA Policy 3400 Commission Transportation Procedures 1023
Personnel Recommendations and file transfer procedures	Commission LEA Policy 5106
Maintenance of Opioid Antagonist policy	Commission LEA Policy 6400
Gang activity policy	Commission LEA Policy 6300
Policy permitting random drug testing for students participating in extracurricular activities	Commission LEA Policy 6313
Student transcript alterations policy	T.C.A. § 49-50-1101
Policy authorizing off-duty law enforcement officers to serve as armed school security officers	T.C.A. § 49-6-809



Optional Policies/Procedures	Source of Requirement
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	T.C.A. § 49-6-2119

II. Required Postings/Notices

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

Required Posting/Notice	Source of Requirement
Notice that use of tobacco, electronic/battery operated devices, vapor products, and all other associated paraphernalia are prohibited.	Commission LEA Policy 1803
Notice to be prominently posted (including at each ticket booth) for elementary or secondary school sporting events that says: "Smoking is prohibited by law in seating areas and in restrooms."	T.C.A. § 39-17-1605
Notice prohibiting weapons on school property; Notice shall state: "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."	Commission LEA Policy 3201
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	Commission LEA Policy 6303

Required Posting/Notice	Source of Requirement
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	Commission LEA Policy 6303
DCS/child abuse reporting notice; see required text and specifications in Commission LEA Policy 6409	Commission LEA Policy 6409
Homeless information posters with current year's District and State contact information: State Coordinator – Vanessa Waters 615-253-3101 Local Liaison – Ariana Cahoon 629-259-3814	Commission Students Experiencing Homelessness Procedures 1021 Commission Federal Programs Sub-recipient Monitoring Guidebook
Child find information posters	Commission Child Find Procedures 1001
National Motto	T.C.A. § 49-6-2502
Notice that the school does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX, including in admission and employment Notice that displays prominently the school's contact information required to be listed for the school's Title IX Coordinator in each available handbook or catalog	34 C.F.R. § 106.8(b)-(c)
Notice on each school bus in operation to notify others that no person shall enter onto school buses except for authorized persons	T.C.A. § 49-6-2008(e)

III. Trainings Required by Commission LEA Policies³

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 Commission staff upon request.

Trainings are required annually, except where noted in the description.

³ 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
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>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 education and mental health and substance abuse services.</p>
AED	LEA Policy 3202 Emergency Preparedness; 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.



Required Training	Source of Requirement	Notes
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">• HIV epidemiology;• Methods of transmission and prevention;• Bloodborne pathogens;• Universal precautions;• Psychological and social aspects of HIV and AIDS;• Related federal and state laws and policies; and• School procedures and policies regarding HIV and AIDS-related issues.
First-aid and injury prevention	LEA Policy 5400 Employee Health	Schools must ensure that Physical Education teachers and athletic program staff complete an approved first-aid and injury prevention course that includes implementation of infection control guidelines.



Required Training	Source of Requirement	Notes
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.
School Security Act	LEA Policy 6303 Reporting of Crimes, Interrogations, and Searches	Each authorized charter school and the local law enforcement agency shall establish and maintain an orientation and training program designed to familiarize school leaders with the School Security Act of 1981 (T.C.A. § 49-6-4201 et. seq.) and district and school policies and procedures.
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
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.



Required Training	Source of Requirement	Notes
Child Abuse, Neglect, and Child Sexual Abuse	LEA Policy 6409 Child Abuse, Neglect, and Child Sexual Abuse; T.C.A. § 37-1-408	<p>Schools shall provide annual training to school staff regarding application of Commission LEA Policy 6409, and the school’s policies and procedures on child abuse, neglect, and child sexual abuse, including reporting procedures and sample indicators of child abuse, neglect, and child sexual abuse.</p> <p>Each school shall ensure its teachers complete a child abuse training program identified by the Tennessee Department of Education as a part of the teacher’s annual in-service training, and shall report to the Department of Education that such training has taken place.</p>
Concussion	LEA Policy 6413 Concussion and Sudden Cardiac Arrest	<p>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.</p>
Sudden Cardiac Arrest	LEA Policy 6413 Concussion and Sudden Cardiac Arrest	<p>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.</p>



Required Training	Source of Requirement	Notes
Suicide Prevention	LEA Policy 6400 Student Wellness and Health Services	Each authorized charter school shall provide to teachers and principals at least two (2) hours of in-service suicide prevention education annually. The training may be accomplished through self-review of suitable suicide prevention materials and shall include, but not be limited to, identification of risk factors, warning signs, intervention and response procedures, referrals, and postvention strategies.
Needs of Children in Foster Care	LEA Policy 6505 Students in Foster Care	It shall be the responsibility of school-level foster care point of contact to coordinate professional development opportunities and training to school staff on the Title I provisions and educational needs of children in foster care.
Needs of Students Experiencing Homelessness	Commission Federal Programs Sub-recipient Monitoring Guidebook	The school shall provide professional development to staff members related to the requirements of homeless students. Resource: SchoolHouse Connection



Required Training	Source of Requirement	Notes
English Language (EL) Training for Staff	Commission English Learner Monitoring Procedures	<p>The school shall provide training annually for ESL teachers and all regular education teachers providing instruction to EL students, which includes, at a minimum:</p> <ul style="list-style-type: none">a. The Tennessee English language development (ELD) standards;b. Appropriate ESL instructional methods to use with grade-level academic content standards in English language arts, mathematics, science and social studies;c. English language acquisition training for general education teachers to understand the process of acquiring a second or subsequent language;d. Strategies for collaboration between teachers serving EL students so that ILPs are developed and implemented by all educators; ande. The requirements regarding ILP development and implementation.
ELPA21 Dynamic Screener, Alt ELPA Screener, ELPA21 Summative, & Alt ELPA Summative	Commission English Learner Monitoring Procedures	<p>The school ensures that certified ESL teachers are trained annually on administering the ELPA21 Dynamic Screener and/or the Alt ELPA21 Screener, the ELPA21 Summative and/or the Alt ELPA Summative and are the only personnel who administer these tests.</p>
Isolation and Restraint	Commission Students with Disabilities Discipline Procedures 1031	<p>Schools must ensure that school staff members complete a behavior intervention training program on an annual basis, including, but not limited to, training on isolation and/or restraint.</p>



Required Training	Source of Requirement	Notes
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.
Confidentiality of Personally Identifiable Information	Commission Students with Disabilities Confidentiality Procedures 1033	All persons collecting or using personally identifiable information must receive training or instruction regarding policies and procedures regarding confidentiality under Part B of the IDEA and FERPA.
Child Find	Commission Child Find Procedures 1001	Schools must annually train teachers and other relevant staff on referral procedures, including that evaluations of children suspected of having a disability shall not be delayed or denied due to the RTI2 process.
ILP-D Requirements, Development, and Implementation	Commission Dyslexia Procedures 1003	Schools must provide annual training on ILP-D requirements, development, and implementation to all teachers, interventionists, and other staff members responsible for the development and/or implementation of ILP-Ds.
Test Security Procedures	Commission Test Security Procedures 1022	The building testing coordinator in each school will be responsible for training all building personnel involved in state testing, including teachers (test administrators), proctors, and any other relevant staff who will have access to testing materials.

Required Training	Source of Requirement	Notes
Student Transportation Management	Commission Transportation Procedures 1023	<p>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.</p>
School bus inspection sticker	Commission Transportation Procedures 1023	<p>Staff at each school should be trained and assigned to look for the sticker on the front of the school bus to confirm that any bus that delivers or picks up students has been inspected. Staff should also be trained on how to report a bus that they suspect is out of compliance. Inspected buses will have a TDOS sticker on the right front bumper. There should be one of two types of stickers on the right front bumper:</p> <ul style="list-style-type: none"> • Yellow Sticker: The sticker will be yellow if the bus is under 15 years old, and the yellow sticker will have the month and year punched out to signify when it was inspected. • Red Sticker: The sticker will be red if the bus is 15 years old or older, and the red sticker will have the month and year punched out when the sticker expires.



Required Training	Source of Requirement	Notes
Human Trafficking	T.C.A. § 49-6-3004	<p>All teachers shall participate in an in-service training on the detection, intervention, prevention, and treatment of human trafficking in which the victim is a child. This training must be accomplished through the viewing of a video recording that is approved by the school leader. The school leader shall determine the amount of in-service credit a teacher will receive for viewing the training video. Suggested videos include, but are not limited to:</p> <ul style="list-style-type: none">• Blue Campaign Videos• Shared Hope International• Dept. of Homeland Security <p>Frequency: Once every three (3) years, during in-service training.</p>
Asbestos Awareness	LEA Policy 3208 Asbestos Management	<p>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.</p> <p>Frequency: Once, within 60 days of hire</p>



Required Training	Source of Requirement	Notes
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. Frequency: Within 60 days of hire and every three years thereafter
Sexual Harassment	LEA Policy 6305 Title IX and Sexual Harassment; 34 C.F.R. § 106.45	All operators must ensure that Title IX Coordinators, investigators, etc. who facilitate and are responsible for Title IX complaints receive training on the definition of sexual harassment, any technology that may be used at a live hearing and on issues of relevance of questions and evidence. Frequency: Once, upon hiring and annually thereafter
De-escalation	LEA Policy 3201	Each authorized charter school shall ensure that each teacher, administrator, and other school personnel employed by the charter school annually receive de-escalation training created by the department of safety.
Seizure Training	T.C.A. § 49-6-321	Each authorized charter school shall require at least one (1) full time employee to annually receive training in seizure safety and first aid to assist students and staff in the event of an emergency.



Required Training	Source of Requirement	Notes
Student Privacy	34 C.F.R. § 99	<p>Each authorized charter school shall provide training at least annually to all faculty and staff their obligations under FERPA.</p> <p>Suggested Training: https://studentprivacy.ed.gov/training/ferpa-101-local-education-agencies</p>



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.

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