



6910 – Communications, News, and Media Relations

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MONITORING: Annually

Notice to Commission

In any emergency, all authorized charter schools must prioritize the safety and well-being of students and staff. The authorized charter school shall first take all necessary action to secure the safety of individuals and coordinate emergency services.

As soon as practicable, once the immediate emergency response has been initiated and the environment is stabilized, the authorized charter school shall notify the Commission if:

- Emergency services respond to an incident on campus that disrupts normal school operations, including situations involving safety or security threats or incidents resulting in serious injury.
- An arrest of a student or staff member or a heightened law enforcement presence.
- Death of a student or staff member.
- A disruption that results in an interference with the normal, daily operations of the school (e.g., building closure, utility failure).
- A credible threat to the building or an individual within the school is received.

The Commission has the right to request additional documentation related to the reported emergency and/or incident from the authorized charter school.

News and Media Relations

The authorized charter school shall notify the Commission as soon as practical if the school is contacted by the news media, contacts the news media, or is made aware of an upcoming story in the news media. This includes a protest, demonstration, or community action that takes place on or directly involves the school that may draw public or media attention.

If the Commission is contacted by the news media about a school, the Commission will notify the school leader as soon as possible.



Each authorized charter school shall be responsible for handling media relations and publicity in compliance with all state and federal student privacy lawsⁱ. No charter school represents the Commission, nor should a media response purport to represent the Commission.

Legal References:

ⁱ T.C.A. § 10-7-504(a)(4)(A)

Cross References:

LEA Procedures 1043 News, Media Relations, and Communications