

School Age Care
Parent Handbook



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School Age Care is part of Lenoir City Christian Academy, a ministry of First Baptist Church Lenoir City. The School Age Coordinator oversees the day to day program under the administration of the Director and Headmaster. The purpose of School Age Care is to provide a safe and loving environment for you and your child. School Age Care will offer activities which include devotions, homework time, outdoor or gym time, art, and center time.

Ministry

The purpose of Lenoir City Christian Academy, a ministry of First Baptist Church Lenoir City, is to develop a biblical worldview in the lives of students. A biblical worldview is developed in devotions and student activities through the lens of the Bible, and the teacher-student relationship is one of discipleship. Lenoir City Christian Academy believes in the inerrancy of the Bible. Students are introduced to the work of Jesus Christ who being perfect and blameless died on the cross to save man from their sins.

Schools Serviced

LCCA, Highland Park Elementary, Eaton Elementary, North Middle School

Daily Schedule

3:00 pm - 3:45 pm	Pick up time at the school.
3:30 pm - 4:00 pm	Gym
4:00 pm - 4:30 pm	Snack
4:30 pm - 5:00 pm	Homework for grades 3-6
4:30 pm - 5:30 pm	Classroom centers or playground
5:30 pm - 6:00 pm	Computer, Art, Game time

Inclement Weather and Closings

We may close due to inclement weather (snow, flooding, etc.). **If your child's school closes during the day, we will not go and pick up at the schools. The After School Care Program will also close.** Parents should receive an email stating closure of the center. Parents may also look to social media including Facebook, Instagram, and Twitter for updated posts. School Age Care may choose to close due to illness based upon need.

Holiday Closings

New Year's Day, Presidents' Day, Good Friday, Memorial Day, Independence Day, Labor Day, and Thursday and Friday at Thanksgiving, and the week of Christmas.

Meals

An afternoon snack will be served. When your child is here for a full day, a morning and afternoon snack will be served. You will need to pack your child a lunch and we will provide milk. We use Mayfield Dairy and serve the ½ pint cartons of chocolate and 2 % white. We ask that you not send carbonated drinks, red food dye, glass containers, candy, or gum.

Catered Lunch

You may order your child a catered lunch online. To order and pay, log into Headmaster Online. We do not order lunches during Fall Break, the Wednesday before Thanksgiving, Christmas Break, Spring Break, or Inclement Weather days.

Dress Code

Children's clothing need to always be safe, functional, and appropriate. **We ask your help in sending your child in tennis shoes and socks.** Dress your child in clothing they can play in and participate in many different activities. We ask that you send your child in clothing that will not be distracting to others.

T-shirts should be child friendly. Children should wear clothing that covers the waist. Swimwear should be trunks for the boys, and a one piece for girls.

In-service Days

Hours for School Age Care will be from 7:30 am - 6:00 pm. There will be an additional \$10.00 per day fee. This must be prepaid in order to bring your child. This includes seven additional hours of care, a morning snack, and milk for lunch. You may bring your child at 2:30 pm at no additional charge. Children must be signed up by the deadlines in order to receive childcare. This allows us to staff appropriately.

Enrollment

School Year	\$105.00	(non-refundable)
Summer Care	\$155.00	(non-refundable)

Children already enrolled in the program pre-register early before registration is opened to the community. If a child does not pre-register, that spot is then opened to others. A child may register for after school care only, and will not lose their spot if they take the summer off.

Parent Pass

Parents will be given one set of parent passes at time of enrollment. Parents must present the pass to have access to the building. Parent Pass only gives access to the building. It does not give access to children. Parents have the option to purchase additional passes for \$2.00 each.

Payment

Payment is due regardless of attendance. For those children attending the entire summer, one week vacation credit is given with the last installment payment. For those children attending during the school year and/or for only half of the summer, there is no vacation credit.

- Monthly tuition must be paid in FULL by the 1st of each month **NOT** the 1st day of your child's attendance (it will be considered late by the 11th). Please make checks payable to LCCA. Fees paid after the 15th require cash.
- Upon enrollment, program registration fee is due.
- A late fee of \$20 will be charged on the 11th of each month.
- Tuition or any unpaid balance not paid by the 15th of the month could result in the dismissal of your child/children from our program and you will be required to pay all balances due.
- There are no verbal agreements for paying tuition.
- Any returned check will result in a fee of \$20. A 2nd returned check will result in cash payments only.
- Families may pay either in person or log into Headmaster Online.

Health Records

The Tennessee Health Department requires an up-to-date certificate of immunization signed by your doctor and on TN state form when he/she examines your child. It is your responsibility to keep your child's records up to date. All children must be current with all vaccinations (no waivers) to attend LCCA. Immunization records must be submitted before the child may be admitted to the program.

Temporary immunization records may be allowed only at the discretion of the Headmaster prior to admittance to the program.

Health Issues

Please keep your child at home when he displays any of the following symptoms: fever (99 degrees or more), upset stomach, rash, sore throat, cough, or runny nose. Your child should be free of fever or other symptoms for 24 hours. It is up to the Director's and School Age Coordinator's discretion when to send a child home.

Medication

Medication can only be administered when a child is present more than 6 hours per day. Paperwork must be filled out in the office before medication can be given. Children cannot medicate themselves.

Medical Emergencies

In case of a medical emergency with a child, an immediate attempt will be made to notify the parent or the parent designate. If the parent cannot be reached, or if the situation warrants, an attempt will be made to contact the child's doctor for advice. If medically necessary, emergency service may be summoned to transport the child to appropriate facilities to receive medical assistance.

Contagious Diseases

Many contagious diseases start with a common cold. Examples of contagious diseases other than those noted under "Health Issues" include pink eye, rashes, lice, etc. Should your child have a contagious disease, please let his/her teacher know immediately so that other parents can be notified. We will not disclose names of children.

Absences

It is imperative that we be notified by 1:30 pm if your child is not to be picked up. We can not leave the school until every child is accounted for. This not only delays our departure but can also holdup other vehicles picking up their children. There will be a \$10 fee charged if we have to call you because we have arrived to the school and your child is not present.

Toys, Games, etc.

These articles need to be kept at home unless you check with your teacher first. We can not be held responsible for lost or broken toys. We implement a very diversified program and have on hand all supplies needed.

Electronic Devices

We do not allow the children to bring in electronic devices (cell phones, ipods, MP3 players, etc). On occasion, special days are allocated for "Electronics' Day". Please check with the School Age Care Coordinator for details. The Academy will not be responsible for lost or damaged electronics.

Field Trip Hours (Summer)

Check your child's schedule. Please have your child here by 9:30 am on field trip days, unless otherwise posted. We use the mornings to put on sunscreen, go over plans for the day, bathroom breaks, and morning snack. Ask your teacher the expected time of arrival back at the church. We will never be later than 4:30 pm unless you are given something in writing. If you arrive after our bus has left for the field trip, your child will have to be brought to the office to see if they may stay in the facility with one of the remaining classes.

Quiet time (Summer):

We will observe 1 hour of quiet time each day after lunch or late in the afternoon after field trips. Your child may rest, bring a book to read, do art, play a board game, or other quiet activity. Remember, the children will be out in the heat, some will have long days, and we will keep them active. This will give their bodies time to rest and cool down.

Termination

The following situations will necessitate the removal of a child from the program:

1. Aggressive behavior which threatens the safety and well-being of self-and/or others in the program. Well-being can be defined as emotional as well as physical.

2. A child requiring constant 1-on-1 attention from the teacher.
3. A child showing disrespect toward a teacher or another child.
4. Non-payment.
5. Failure of the parent or child to follow written policies.

Withdrawing from the Program

When withdrawing a child from the program, we must receive a written notice 2 weeks in advance of your child's last day. Any balances or tuition due **up to your child's last day** must be made at the time your notice is given.

Drop off Procedure

Parents must walk their child into the building when dropping them off. Parents must sign their child in and make eye contact with the teacher. This is for your child's safety.

Pick up Procedure:

1. Parents should notify the Academy Office in advance if anyone not listed on the child's application is to pick up. The designated adult will be asked to provide a photo ID.
2. Release of a child to a natural parent will not be denied unless a legal custody document prohibiting such release is on file in the Academy office.
3. In the event of impairment or risky behavior, someone else will be notified to pick up child. If we are met with resistance 911 will be called immediately.
4. Parents are to sign their child out and make eye contact with the Teacher before leaving.
5. A child will only be released to an adult. Please do not send older siblings in for a child.
6. It is the policy of LCCA to only release students to individuals documented on the student's application form. Transportation changes will need to go through the office.

Ridesharing services such as Uber and Lyft or any commercial transportation may not be used at LCCA. Uber and Lyft have policies specifically prohibiting people under the age of 18 from using apps or riding unaccompanied by an adult. There are numerous potential dangers associated with releasing students to unknown third parties. LCCA wants to ensure your child's safety by only releasing to a responsible adult at the end of the day.

Closing Procedure

We close at 6:00 pm. A charge of \$1.00 per minute will be added at 6:01 pm, you will be billed this amount. If you have an emergency, please call ahead so your child will not be worried.

Parking

Parents may park in designated parking spaces along side the Education building and enter in through the playground doors. Do not obstruct the entrance, double-park, or otherwise hinder the flow of traffic or endanger others. **Never leave your car engine running while you bring your child into the building and never leave small children unattended in your car while in the building. Leaving a child could jeopardize your child's enrollment.**

Emergency/Evacuation Plan

When severe weather warnings are issued by the National Weather Service for tornadoes, severe thunderstorms, etc., or in the event that evacuation of the center becomes necessary for reasons other than fire, children in care will be taken to the secure area within the building as designated by the County Coordinator of the Emergency Management Agency.

If power or water is temporarily not available, the center will endeavor to remain open and operational if at all possible. We cannot, however, compromise the health and safety of the children. Parents may therefore be notified to pick up their children.

In the event of an **evacuation**, your child will be transported to one of the following churches: **Christ Covenant Presbyterian** or **Highland Park Baptist**. All children will be together at one of these churches. **You will need a photo ID in order to pick up your child.** In the case of a disaster, it is possible that your teacher or Director could still be at the center or with a child receiving emergency medical care. The Headmaster and the State of Tennessee Department of Education may be coordinating the children's pickup. Please keep updated through social media if possible and local media outlets, including radio and television.

Financial Integrity

Lenoir City Christian Academy undergoes an audit every other year.

Discipline

Children are to show respect in their day to day interactions with others. This includes teachers, students, parents, and themselves. Respect is shown through words, body language, and kindness. An attitude of arrogance, passive aggressive behavior, hurtful words or looks, physical altercations, etc. can be reason for dismissal. Any physical altercation will be an immediate office visit and parents will be notified.



Standards for School-administered Child Care, Chapter 0520-12-01 Summary

Program Organization and Administration, 0520-12-01-.05

- A Child Care Center must have an adequate budget. General liability, automobile liability, and medical payment insurances must be maintained on all properties and vehicles owned or operated by the program.
- Children's files must include a complete application, an official immunization record (exceptions do apply), and health history.
- On-going parent communication is expected. Programs must provide a parent handbook with the policies, procedures, and the TDOE requirements, chapter 0520-12-01. It is expected that parents sign for receipt of the policies and requirements, and this would be kept in the child's file. All parents shall be given a pre-placement visit opportunity.
- Parents must have access to all areas of the center when their child is present.
- The parents must receive an educational program regarding child abuse detection, reporting and prevention.
- A written plan must be in place for the release of each child, this should include individuals who are allowed to pick up the child at the end of the day or any given time by the parent.
- Children must be signed out of the program by the legal guardian. Staff may require to see a person's identification when releasing a child from the program.
- Injuries and incidences will be reported to the parent as soon as possible or at the end of the school day. This shall be documented in the child's file.
- Staff records must be kept on each employee that includes educational background, reference checks, TBI check, in-service training, physical exams and performance reviews.
- If the center provides transportation, the driver should be appropriately licensed, have a drug screening on file, and certificate of CPR/First Aid, there must be liability insurance and the children must have adequate space and supervision. Transportation provided by the center or under center authorization shall comply with state law.

- Programs must have the current Certificate of Approval posted where parents and visitors can easily see it, along with the Department of Human Services childcare complaint number and the Department of Children’s Services Child Abuse Hotline number.
- No smoking must also be posted in a conspicuous manner.
- A copy of the state board rules (chapter 0520-12-01) must be maintained in a central space and available to all staff and parents.

Program Operation (Supervision), 0520-12-01-.06

- Careful supervision of each group is expected at all times and suited appropriately for each age grouping.
- Adult:child ratios and group sizes must be followed.

Single-age grouping chart:

AGE	GROUP SIZE	ADULT:CHILD RATIO
Infant (6wks-12 m)	8	1:4
Toddler (11m-23m)	12	1:6
Two (2) years old	14	1:7
Three (3) years old	18	1:9
Four (4) years old	20	1:13
VPK, 619, PDG	20	1:10

Multi-age grouping chart:

AGE	GROUP SIZE	ADULT:CHILD RATIO
Infant – 18 months	8	1:4
18 – 36 months	16	1:8
3 – 4 years old only	20	1:10
3 – 6 years old*	24	1:13

*Not including first grade children

- Group sizes must be maintained in the classroom, but classes may combine while outdoors, in common dining areas, or common napping areas.
- Each group must have their own space. Infants cannot be group with children older than 30 months; a separate area must be provided for infants and toddlers.
- At naptime, ratios may be relaxed for groups (except for infants and toddlers).
- A written playground supervision plan is required.
- Field trips requires adult:child ratios to be doubled. Swimming has a separate ratio chart and the life guard is not included in the ratio.

Staff, 0520-12-01-.07

- All programs must have a director and enough teachers and staff to meet the required ratios for adequate supervision.
- Staff must be physically, mentally and emotionally stable to work with children and have knowledge of early childhood behaviors and development.
- Preschool directors, teachers and assistant teachers must be 21 years of age.
- All new staff must complete 2 hours of orientation before assuming duties and receive annual instruction in early childhood topics that are required in this chapter section.

- The program must maintain written documentation that each employee has read the full set of all applicable rules.
- A copy of the entire rules must be maintained and readily accessible to all employees.
- All staff must have a criminal background check upon hiring and must be cleared before assuming duties. A new fingerprint sample is required every 5 years for all employees.
- A director shall be responsible for the day-to-day operations, shall be physically present in the facility for at least half the hours of operation, be at least 21 years of age, and follow the qualification guidelines listed in this chapter section.
- An assistant director may be designated in charge when the director is absent.
- All directors, assistant directors, teachers, assistant teachers, and other staff working directly with the children must have 30 hours of professional development training. At least 6 hours of this professional development must be in developmentally appropriate literacy practices.

Program, 0520-12-01-09

- Educational activity must be developmentally appropriate for the age and ability of the children enrolled. (See TN-ELDS for Birth-48 Months and TN-ELDS for 48 month-Kindergarten)
- Any technology used by the children must be reviewed by staff, approved by parents, and shall not exceed 2 hours per day.
- Children shall not be left in restraining devices (swings, car seats, high chairs, etc.) for periods longer than 30 minutes.
- Children should have opportunities to play together and also alone when they choose to do so.
- Personal safety must be taught each year for children ages 3 through school age.
- Outdoor play must be provided for all ages who are in care for more than 3 daylight hours, weather permitting (temp ranges 32-95 degrees).
- Behavior management and discipline must be reasonable and age appropriate. Spanking or other corporal punishment is not allowed. Timeout must be based on the age of the child and take place in an appropriate location.
- Children shall not be in care for longer than 12 hours in a day.
- Routines such as snack, meals, and res shall occur at approximately the same time each day.

Health and Safety, 0520-12-01-10

- A first aid kit must be on the premises and a comprehensive first aid chart or list must be available.
- There must a staff member present at all times who has a current certification in CPR and first aid training.
- A written plan to protect children during disasters is required. Drills must be practiced and documented each month. At least one drill must be practiced during extended care hours.
- Smoking and the consumption of alcohol are not allowed on the premises of a child care program.
- Firearms are not allowed on the premises or in a vehicle used to transport children.
- Kitchen knives or other potentially hazardous tools must be kept inaccessible to children.
- Staff's personal belongings must be kept inaccessible to children.
- Emergency contact numbers must be listed and posted near all telephones.
- Conduct regular morning health checks of each child and notify parents immediately when a child is sick or injured.
- Medication may not be given to any child without the written consent of the parent/guardian.
- Safe sleep practices for infants must be followed:
 - Infants places on their back to sleep, in a crib or pack 'n play with only the sheet. Soft bedding for infants is not allowed.
 - No swaddling or wrapping in a blanket.
 - Infants must be touched by a teacher every 15 minutes to check breathing and body temperature.
 - Infant room teachers must have SIDS and safe sleep training before reporting for duty.

- Hand washing and diapering procedures must be followed to minimize the spread of germs in the classrooms.
- Developmentally appropriate equipment that is in good repair and easily cleaned is required. All manufacturer's safety instructions must be followed.
- Electrical cords and outlets should be inaccessible to the children.
- Children must have a place to store their belongings that minimizes the spread of germs.
- Each child must have their own napping equipment (2" thick mat or cot; sheet or cover for the mat; and a coverlet for their body)
- All staff must report reasonable suspicions of child abuse to DCS hotline number or local law enforcement. Annual training for this is required.

Food, 0520-12-01-.11

- Children will receive meals based on the amount of hours spent in the program.
- Food should not be forced or withheld from children.
- Infants must be held while bottle feeding and bottles may not be heated in the microwave.
- Special diets and instructions must be provided in writing.
- A menu must be posted each week. Changes to the meal must be documented before the meal occurs.
- Teachers and children must wash hand when handling and eating food.
- All eating surfaces must be washed with soapy water and sanitized before eating and after eating.
- Children must be seated at appropriately sized tables and adults must closely supervise them while eating.
- Milk must be placed in the refrigerator immediately after it is served. All formulas remaining in bottles after feeding must be discarded.
- Highchair manufacturer's restraints must be used.
- Food must be properly handled and stored to protect from it contamination.
- Milk and perishable food must not sit on the table longer than 15 minutes before being served.

Physical Facilities, 0520-12-01-.12

- All facilities must pass an annual fire inspection and health inspection.
- A working telephone is required.
- A minimum of 30 square feet of usable indoor play space for each child is required.
- The area must be clean and safe for the children to use.
- A minimum of 50 square feet per child is required outdoors.
- The outdoor area must be fenced.
- Outdoor play equipment must be age appropriate for the group of children.
- Outdoor equipment must be placed to avoid injury and have a proper amount of resilient surfacing material to cushion a fall.
- The outdoor playground must be properly maintained with a written playground maintenance plan. A pre-play inspection is required before children play outdoors.
- Drinking water shall be provided in all occupied rooms.
- Adequate temperature must be maintained in all classrooms.
- Classroom pets must be kept in a clean cage and kept away from food storage or food preparation areas.

Transportation, 0520-12-01-.13

- All transportation laws must be followed at all times and are defined in State board of education Pupil Transportation Rule 0520-01-05-.01 (2).
- Liability insurance coverage is required on all vehicles.
- 15 passenger vans are strictly prohibited.
- Proper child passenger restraints are to be used when transporting children in passenger vehicles.

- All school bus drivers must be properly licensed, have received a background check through the department, complete an annual physical and mental exam, complete annual school bus driving training, and complete CPR certification.
- Adult monitors in addition to the driver may be needed to properly supervise children while in route.
- Passenger logs must be kept and inspection of vehicles at the end of the route is required to insure no child is left inside.

Care of Children with Special Needs, 0520-12-01-.14

- When children with special needs are enrolled, all reasonable and appropriate efforts shall be made to provide those children equal opportunity to participate in the same program activities as their peers.
- Adaptations to the environment shall be directed toward normalizing the lifestyle of the child with a disability by helping him/her become independent and develop self-help skills.
- The program shall inform parents of any specialized services available from the program, and if the program is aware of any specialized services available through third parties, shall additionally inform the parent of such services.
- Governing agency shall develop policies and procedures, in accordance with 0520-01-09-.23, governing personnel authorized to use isolation and restraint, training requirements and incident reporting procedures.

School-Age Before and after School Programs 0520-12-01-.15

- All staff shall be 18 years of age.
- Professional development training hours are required: 18 hours for directors and 12 hours for staff.
- Ratio for Kindergarten-12 years old is 1:20 and for 13 years and older is 1:30.
- Ratio and group size requirements when pre-k is enrolled in the program

AGE	Group Size	Adult: Child Ratio
Including 3 year olds	15	1:10
Including 4 year olds	20	1:12

COMPLAINT HOTLINE: (LONG DISTANCE) 1-800-462-8261
(NASHVILLE AREA) 615-313-4820

Handgun Carry Permit Policy

As a ministry of the First Baptist Church of Lenoir City, Tennessee, the Lenoir City Christian Academy hereby embraces the following Handgun Carry Permit Policy of the First Baptist Church of Lenoir City in accordance with Policy 7.09 of said church’s official policy manual.

To wit:

1. First Baptist Church shall permit the carrying of handguns on all property constituting the campus of the Church and in all buildings owned or operated by the Church by persons qualified under the following conditions: a) No person who is otherwise prohibited from possessing a handgun is permitted to carry a handgun on First Baptist Church property; b) The person must have a valid Tennessee handgun carry permit, pursuant to TCA § 39-17-1351; and c) The person must keep handgun in their possession and on their person
2. No policy shall be established, by action or inaction, by any entity, inside or outside the Church, that infringes on or supersedes this policy.

It shall further be the policy of Lenoir City Christian Academy that its official Handgun Carry Permit Policy will automatically follow (or default to) any revisions or changes of First Baptist Church of Lenoir City's official church Handgun Carry Permit Policy.

This action has been taken in compliance with the attached legislation duly authorized by the State of Tennessee and in force as state law as of April 6, 2016. Moreover, pursuant to section (c) (1) of said attached legislation, this information will be disseminated to all appropriate parties associated with the school as well as the relevant civil and law enforcement authorities.

Attachment: 49-50-803. State of Tennessee Handgun Carry Policy.

(a) (1) The board or governing entity of each private K-12 school, or the chief administrative officer if the school does not have a board or governing entity, may establish a handgun carry policy for any property on which the school is located that is owned or operated by the school and for any building structure located on the school property.

(2) Any handgun carry policy adopted by the board of governing entity, or the chief administrative officer when appropriate, may:

(A) Prohibit the carrying or possession of a handgun on the property of, or in a building located at, the private school;

(B) Permit the carrying of handguns by persons qualified under subsection (b) on all property constituting the campus of the school and in all buildings owned or operated by the school; or

(C) Permit the carrying of handguns by persons qualified under subsection (b) in certain areas on the property of the school or in certain buildings, but prohibit the carrying in other areas or buildings.

(b) If the board or governing entity, or the chief administrative officer when appropriate, permits the possession of handguns in accordance with this section at the private school, the following rules and limitations shall apply:

(1) No person who is otherwise prohibited from possessing a handgun is permitted to carry a handgun on private school property;

(2) The person must have a valid Tennessee handgun carry permit, pursuant to § 39-17-1351; and

(3) No private institution that permits the possession of handguns on the property owned or operated by the institution pursuant to this section shall be required to post signs as required by § 39-17-1309 (d).

(c) (1) The handgun carry policy for each private school shall be reduced to writing, disseminated in a manner likely to ensure that it is known by students attending the school, the parent or guardian of each student, the faculty and other employees, and others who may go upon the grounds or enter a building on property owned or operated by the school. The policy shall be made available in the principal's office to anyone desiring a copy and distributed to the parents of children enrolled in the school by a method or methods reasonably likely to ensure dissemination of the policy, such as e-mails, text messaging, or posting on the school's website.

(2) The policy shall go into effect thirty (30) days after it is adopted and disseminated as provided in the subsection (c).

(d) if a private K-12 school does not adopt a handgun carry policy in accordance with subsection (1), then the carrying or possession of a firearm is prohibited in accordance with § 39-17-1309.

(d) The chief administrative officer shall submit a copy of the handgun carry policy for the school to the sheriff's department and, if applicable, police department with jurisdiction over the school.

Revised February 2020