



**\_\_\_\_\_ Module 300: General School Operations**  
*Charter Board Policy for New Frontiers Public Schools*

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### **300.020. SCHOOL YEAR AND ELIGIBILITY STATUS**

The governing body (“Board”) of New Frontiers Public Schools adopts the following policy which shall be effective on the date that the policy is adopted by the Board.

#### SECTION 1. School Year

The Board adopts the following dates as New Frontiers Public School’s school year: 2020-2021

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#### SECTION 2. Eligibility Status

New Frontiers Public Schools shall maintain its status as an organization that is exempt from taxation under Section 501(c)(3), Internal Revenue Code of 1986 (26 U.S.C. Section 501(c)(3)). Any change in status shall cause the Chief Executive Officer/Superintendent and/or designee to immediately notify the commissioner of education.

### **300.040. INSTRUCTIONAL FACILITIES**

The governing body (“Board”) of New Frontiers Public Schools adopts the following policy which shall be effective on the date that the policy is adopted by the Board.

#### SECTION 1. Right to Occupy Facilities

The Chief Executive Officer/Superintendent and/or Designee shall maintain in school records a copy of the legally enforceable instrument conferring on the school the right to occupy and use facilities suitable for classroom use.

#### SECTION 2. Occupancy Certificate

If New Frontiers Public Schools is approved for a new facility site by the commissioner of education, before commencing operations, the Chief Executive Officer/Superintendent and/or designee shall file a certificate of occupancy or its equivalent with the Texas Education Agency, Division of Charter Schools.

### **300.060 CHARTER AMENDMENTS**

The governing body (“Board”) of New Frontiers Public Schools adopts the following policy which shall be effective on the date that the policy is adopted by the Board.

Before amending the terms of its charter, the Chief Executive Officer/Superintendent shall ensure that New Frontiers Public Schools shall comply with all applicable regulations in regard to filing an amendment request with the Texas Education Agency.

### **300.080 EMERGENCY MANAGEMENT PLAN**

The governing body (“Board”) of New Frontiers Public Schools adopts the following policy which shall be effective on the date that the policy is adopted by the Board.

The Chief Executive Officer/Superintendent’s designee shall develop and implement a multi-hazard emergency operation plan for use in New Frontiers Public Schools facilities. The plan must provide for:

1. Training in responding to an emergency for New Frontiers Public Schools employees, including substitute teachers;
2. Measures to ensure New Frontiers Public Schools employees, including substitute teachers, have classroom access to a telephone, including a cellular telephone, or another

- electronic communication device allowing for immediate contact with emergency services or emergency services agencies, law enforcement agencies, health departments, and fire departments;
3. Measure to ensure New Frontiers Public Schools communications technology and infrastructure are adequate to allow for communication during an emergency;
  4. Mandatory or required drills and exercises, including those required under Education Code 37.114, to prepare staff and students for responding to an emergency;
  5. Measures to ensure coordination with the Department of State Health Services (DSSH) and local emergency management agencies, law enforcement, health departments, and fire department in the event of an emergency; and
  6. The implementation of a safety and security audit as required by Education Code 37.108(b).

Each campus of New Frontiers Public Schools shall have a copy of the emergency management plan and all staff/personnel will be trained annually on the emergency procedures.

New Frontiers Public School shall submit its MEOP to the Texas School Safety Center (TSSC) upon request and as required with the TSSC review cycle developed under Education 37.2071(a).

### **300.100. INSTRUCTIONAL MATERIALS**

The governing body (“Board”) of New Frontiers Public Schools adopts the following policy which shall be effective on the date that the policy is adopted by the Board. The instructional material adoption process shall comport with relevant laws and regulations.

#### SECTION 1. Instructional Materials Allotment

##### SECTION 1.1. Certification of Use

The use of New Frontiers Public School’s instructional materials allotment (“IMA”) shall comport with applicable law and regulation. The Chief Executive Officer/Superintendent or designee shall annually certify to the commissioner of education that New Frontiers Public School’s IMA has been used solely for expenses allowed by law.

SECTION 1.2. If the number of students attending New Frontiers Public Schools will increase or decrease during the school year for which the IMA is provided, the Chief Executive Officer (CEO)/Superintendent’s designee shall ensure that by May 31 of each school year a request is submitted to the commissioner of education requesting an adjustment in the number of students for which New Frontiers Public Schools is entitled to receive an IMA.

#### SECTION 2. Selection of Instructional Materials

##### SECTION 1.1. Instructional Materials Selection Committee

- a. Appointment. The Chief Executive Officer (CEO)/Superintendent shall appoint an instructional materials selection committee to select instructional materials and technological equipment to be purchased with New Frontiers Public School’s instructional materials allotment. The team shall make selections based upon New Frontiers Public School’s instructional needs and in accordance with administrative regulations.
- b. Recommendation to the Board. The committee shall review instructional and make a recommendation to the Board as to which instructional materials should be adopted by New Frontiers Public Schools.

SECTION 1.2. Board Adoption and Recording

The Board will consider the committee’s recommendation for adoption at a scheduled Board meeting. If the Board chooses not to adopt any or part of the committee’s recommendation, the committee shall reconvene to determine alternate instructional materials for adoption. This process shall continue until the Board chooses to adopt all of the instructional materials recommended by the committee. Final selections of instructional materials adopted by the Board shall be recorded in the Board minutes.

SECTION 1.3. Supplemental Instructional Materials

If New Frontiers Public Schools requisitions supplemental instructional materials, the Chief Executive Officer (CEO)/Superintendent or CEO’s designee shall ensure that New Frontiers Public Schools certifies to the Texas Education Agency that the supplemental instructional materials, in combination with any other instructional materials or supplemental instructional materials used by New Frontiers Public Schools, cover the essential knowledge and skills identified in law.

SECTION 1.4. Notification to SBOE

Each year, during the period established by the State Board of Education (“SBOE”), the Chief Executive Officer (CEO)/Superintendent or CEO’s designee, shall notify the SBOE of the instructional materials selected for the following school year as required by law.

SECTION 1.5. TEA Report

By April 1st of each year, the Chief Executive Officer (CEO)/Superintendent or CEO’s designee shall transmit to the TEA a report listing the instructional materials selected for use at New Frontiers Public Schools.

SECTION 1.6. Annual Certification of Provision of Materials

Before the beginning of each school year, the Chief Executive Officer (CEO)/Superintendent or CEO’s shall certify to the SBOE and the commissioner of education that New Frontiers Public Schools for each subject in the required curriculum and each grade level, provides instructional materials that cover all elements of the essential knowledge and skills adopted by the SBOE.

SECTION 1.7. Board Ratification of the Annual Certification

The certification shall be ratified by the Board in a public, noticed meeting and shall be submitted in a format approved by the commissioner of education.

SECTION 2. Handling and Requisition

SECTION 2.1. Instructional Materials Coordinator

The Board delegates to Chief Executive Officer (CEO)/Superintendent or CEO’s designee the authority to requisition, distribute, and manage the inventory of instructional materials in a manner consistent with all laws and regulations.

SECTION 2.2. Requisitions

By June 1st each year, New Frontiers Public Schools shall requisition instructional materials using the online requisition program maintained by the commissioner of education.

SECTION 2.3. Inventory

Annually, the Instructional Materials Coordinator shall conduct a physical inventory of all currently

adopted instructional materials. The results of the inventory shall be recorded in New Frontiers Public School's files.

### SECTION 3. Responsibility for Instructional Materials and Technological Equipment

#### SECTION 3.1. Student

A student must return all instructional materials and/or technological equipment to the teacher at the end of the school year or when the student withdraws from school.

- A. A student who fails to return in an acceptable condition all instructional materials and technological equipment forfeits the right to free instructional materials and technological equipment until all instructional materials and technological equipment previously issued, but not returned in an acceptable condition, are paid for by the student, student's parent, or student's guardian.

At the discretion of the Chief Executive Officer (CEO)/Superintendent or CEO's designee New Frontiers Public Schools may waive or reduce the required payment for a student who is eligible for free or reduced-price school meals.

- B. New Frontiers Public Schools shall allow the student to use instructional materials and technological equipment during each school day.

#### SECTION 3.2. Employee

The Chief Executive Officer (CEO)/Superintendent or CEO's designee, shall ensure that in consideration for the ability of an employee to use, for personal business, electronic instructional material or technological equipment off school property or outside of a school-sponsored event, the employee enters into a written agreement with New Frontiers Public Schools whereby the employee assumes financial responsibility for the electronic instructional material and/or technological equipment. Such agreement shall clearly inform the employee of the amount of the financial responsibility and advise the employee to consider obtaining appropriate insurance. The employee may not be required to agree to such an agreement as a condition of employment.

### SECTION 4. Disposal Procedures

The Chief Executive Officer (CEO)/Superintendent shall recommend procedures to the Board for how New Frontiers Public Schools will dispose of discontinued printed instructional materials, electronic instructional materials, and technological equipment.

### **300.120. GRIEVANCE PROCESS/PUBLIC COMPLAINTS**

The governing body ("Board") of New Frontiers Public Schools adopts the following policy which shall be effective on the date that the policy is adopted by the Board. This policy governs student and parent complaints, employee grievances, and citizen complaints.

For purposes of this policy, "days" means school calendar days.

Administrators addressing citizen complaints will attempt to resolve these complaints at the lowest possible level. If the administrator addressing the complaint determines that additional time is needed to complete a thorough investigation of the complaint and/or issue a decision, the administrator shall inform the citizen in writing of the necessity to extend the time for investigating or responding and a specific date by when the decision will be issued.

There is no requirement that the Board negotiate or even respond to complaints. However, the Board must stop, look, and listen and must consider the petition, address, or remonstrance. *Prof'l Ass'n of Coll. Educators v. El Paso Cmty. Coll. Dist.*, 678 S.W.2d 94 (Tex. App.—El Paso 1984, writ ref'd n.r.e. The Board encourages the public to discuss concerns and complaints through informal conferences with the appropriate administrator. Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.

### Filing a Complaint

If an informal conference regarding a complaint fails to reach the outcome requested by an individual, he or she may initiate the formal complaint process by timely filing a written complaint form. Complaint forms and appeal notices must be filed in the following manner:

By hand-delivery or U.S. Mail to:  
New Frontiers Public Schools – District Office  
Attn: Human Resources  
138 Fair Avenue  
San Antonio, TX 78223

Copies of all documents that support the complaint should be attached to the complaint form. If the individual does not have copies of these documents, they may be presented at the Level One conference. After the Level One conference, no new documents may be submitted by the individual unless the individual did not know the documents existed before the Level One conference.

An individual may designate a representative through written notice to New Frontiers Public Schools at any level of this process. If the individual designates a representative with fewer than three days' written notice to New Frontiers before a scheduled conference or hearing, New Frontiers may reschedule the conference or hearing to a later date. New Frontiers may be represented by counsel at any level of the process.

### SECTION 1. Level One Complaint

Complaints must be filed:

1. Within ten days of the date the individual first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint; and
2. With the lowest level administrator who has authority to remedy the alleged problem.

If the only administrator who has authority to remedy the complaint is the Superintendent or designee, the complaint may begin at Level Two following the procedure, including deadlines, for filing the complaint form at Level One.

The appropriate administrator shall investigate as necessary and schedule a conference with the complainant within ten days after receipt of the written complaint. The administrator may set reasonable time limits for the conference.

The administrator shall provide the individual with a written response within ten days following the

conference. In reaching a decision, the administrator may consider information provided at the Level One conference and any other relevant documents or information the administrator believes will help resolve the complaint.

#### SECTION 2. Level Two Complaint

If the individual bringing the complaint is not satisfied with the campus principal's final decision, then the individual may file a written appeal to the Chief Executive Officer (CEO)/Superintendent or CEO's designee of New Frontiers Public Schools. This written appeal shall be filed with the CEO's office within 10 days of the individual's receipt of the campus principal's final decision.

After receiving notice of the appeal, the campus principal shall prepare and forward a record of the Level One complaint to the Superintendent or designee. This record shall include:

1. The original complaint form and any attachments.
2. All other documents submitted by the individual at Level One.
3. The written response issued at Level One and any attachments.
4. All other documents relied upon by the Level One Administrator in reaching the Level One decision.

The Superintendent or designee shall hold a conference within ten days after the appeal notice is filed. The conference shall be limited to the issues presented by the individual at Level One and identified in the Level Two appeal notice. The Superintendent or designee may set reasonable time limits for the conference.

The Superintendent or designee shall provide the individual a written response within ten days following the conference. In reaching a decision, the Superintendent or designee may consider the Level One record, information provided at the Level Two conference, and any other relevant documents or information the Superintendent or designee believes will help resolve the complaint.

Recordings of the Level One and Level Two conferences, if any, shall be maintained with the Level One and Level Two records.

#### SECTION 3. Level Three Complaint

If the individual did not receive the relief requested at Level Two or if the time for a response has expired, he or she may appeal the decision to the Board.

The appeal notice must be filed, in writing, within ten days of the date of the written Level Two response or, if no response was received, within ten days of the Level Two response deadline.

The Superintendent or designee shall inform the individual of the date, time, and place of the Board meeting at which the complaint will be on the agenda for consideration by the Board.

The Superintendent or designee shall provide the Board with the record of the Level Two appeal, which shall include:

1. The Level One record.
2. The notice of appeal from Level One to Level Two.
3. The written response issued at Level Two and any attachments.
4. All other documents relied upon by the administration in reaching the Level Two decision.



The appeal shall be limited to the issues and documents considered at Level Two, except that if at Level Three the administration intends to rely on evidence not included in the Level Two record, the administration shall provide the individual notice of the nature of the evidence at least three days before the Board meeting.

New Frontiers Public Schools shall determine whether the complaint will be presented in open or closed meeting in accordance with the Texas Open Meetings Act and other applicable law.

The presiding officer may set reasonable time limits and guidelines for the presentation, including an opportunity for the individual and administration to each make a presentation and provide rebuttal and an opportunity for questioning by the Board. The Board shall hear the complaint and may request that the administration provide an explanation for the decisions at the preceding levels. The Board may give notice of its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting.

The Board is New Frontiers Public School's final authority to hear or decide citizen complaints. *19 Tex. Admin. Code § 100.1033(13)(C)(i)*. Failure of the Board to take action on the complaint or schedule a complaint offered at Public Comments on a future agenda indicates the Board's approval of the decision below.

#### Untimely Filings

If a written complaint or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the individual, at any point during the complaint process. The individual may appeal the dismissal by seeking review in writing within 15 days from the date of the written dismissal notice, starting at the level at which the complaint was dismissed. Such appeal shall be limited to the issue of timeliness.

### **300.140. MEDIA RELATIONS**

The governing body ("Board") of New Frontiers Public Schools adopts the following policy which shall be effective on the date that the policy is adopted by the Board. The purpose of this policy is for New Frontiers Public Schools to be prepared to cooperate with media representatives and gain favorable media coverage.

#### SECTION 1. Compliance

New Frontiers Public Schools shall comply with all laws and rules governing media relations.

#### SECTION 2. Designation of Spokespersons for New Frontiers Public Schools

The Chief Executive Officer (CEO)/Superintendent and/or Director of Public Relations and/or designee, will serve as the primary spokesperson with the media for New Frontiers Public Schools on all matters of school interest, except the Board President, or the Board President's designee of the Board shall serve as the spokesperson for matters specifically involving the Board of New Frontiers Public Schools.

#### SECTION 3. Procedures Governing Media Access

Requests to interview, film, videotape, and/or photograph students and/or school personnel on school grounds shall go through the Chief Executive Officer/Superintendent, and/or Director of Public Relations and/or designee. Whenever possible, the Chief Executive Officer (CEO)/Superintendent, and/or Director of Public Relations and/or designee shall contact the school principal before a media visit.

### **300.160. ASBESTOS HAZARD EMERGENCY RESPONSE ACT**

The Superintendent shall ensure that New Frontiers Public Schools complies with all applicable requirements of the Occupational Safety and Health Act (OSHA) in order to reduce dangers to health and safety by creating and maintaining improved working conditions free from recognized hazards that may cause serious physical injury.

Accordingly, New Frontiers shall:

1. Maintain a log of all occupational injuries and illnesses and report such occurrences as required by the OSHA;
2. Post notice of employee protections under the OSHA in the workplace;
3. Post citations issued by the Occupational Safety and Health Administration, if any, at or near the place of the alleged violation and correct workplace hazards in the time allowed; and
4. Furnish all employees a place of employment free from recognized hazards.

The governing body (“Board”) of New Frontiers Public Schools adopts the following policy which shall be effective on the date that the policy is adopted by the Board.

#### **SECTION 1. Compliance**

New Frontiers Public Schools shall comply with all federal and state laws and regulations in regard to the Asbestos Hazard Emergency Response Act (“AHERA”). New Frontiers Public Schools designates the Chief Executive Officer (CEO)/Superintendent and/or Director of Facilities and/or designee, as the individual who will ensure such compliance. The Chief Executive Officer/Superintendent and/or Director of Facilities and/or designee shall receive appropriate and relevant training on the AHERA. New Frontiers shall utilize the services of an accredited management planner to develop an asbestos management plan for each campus. New Frontiers Public Schools must retain the services of a licensed asbestos inspector or management planner to conduct a reinspection every three years subsequent to implementation of a management plan. A copy of the management plan shall be kept in the District Office and be made available for inspection during normal business hours.

#### **SECTION 2. Annual Notice**

The Chief Executive Officer (CEO)/Superintendent and/or Director of Facilities and/or designee, shall send an annual notice to students, parents, guardians, and employees regarding the AHERA as required by law. Acceptable methods of notification include placing a notice in the school handbook, mailing a letter to each household, or placing an ad in a local paper.

*Model AHERA Yearly Notification Form*

*[Date]*

*Dear Students, Parents, Guardians, & Employees:*

*In 1986, Congress passed the Asbestos Hazard Emergency Response Act (AHERA) which requires school inspections to identify any asbestos-containing building materials. In accordance with AHERA, New Frontiers Public Schools hereby notifies all parties of the availability of the Asbestos Management Plan for New Frontiers Public Schools.*

*The plan has several ongoing requirements: publish a notification on management plan availability and the status of asbestos activities; educate and train its employees about asbestos and how to deal with it; notify short-term or temporary workers on the locations of the asbestos-containing building materials; post warning labels in routine maintenance areas where asbestos was previously identified or assumed; follow set plans and procedures designed to minimize the disturbance of asbestos-containing building materials; and survey the condition of these materials every six months to assure that they remain in good condition.*

*The plan and a copy of the inspections and assessments are available for review Monday through Friday during regular office hours in all school offices and at the New Frontiers Public Schools administrative building. If any interested parties would like to view the plan, contact the principal, assistant principal, or the New Frontiers Public Schools Asbestos Program Manager. Please refer to the management plan for specific details regarding whether or not this campus' building(s) has asbestos-containing building materials, and if applicable at your school, a program for regular surveillance inspection of asbestos-containing materials. Also, every three years, an asbestos re-inspection of this campus will be conducted to comply with the AHERA law.*

*It is the intention of New Frontiers Public Schools to comply with all federal and state regulations controlling asbestos in an effort to ensure students and employees a healthy and safe environment in which to learn and work.*

**300.180. PEST CONTROL TREATMENT**

Employees are prohibited from applying any pesticide or herbicide without appropriate training and prior approval of the integrated pest management (IPM) coordinator. Any application of pesticide or herbicide must be done in a manner prescribed by law and New Frontier's integrated pest management program.

Notices of planned pest control treatment will be posted in New Frontiers facilities 48 hours before the treatment begins. Individual employees may request in writing to be notified of pesticide applications. An employee who requests individualized notice will be notified by telephone, written or electric means.

Employees should immediately report any evidence of pest activity to New Frontiers administrators or the Director of Facilities.

### **300.200. CLEAN AIR ACT**

In compliance with the Clean Air Act, New Frontiers Public Schools shall use only licensed technicians to service and replace air conditioning and refrigeration equipment.

### **300.220. MUNICIPAL ORDINANCES**

The governing body (“Board”) of New Frontiers Public Schools adopts the following policy which shall be effective on the date that the policy is adopted by the Board.

#### SECTION 1. Compliance

New Frontiers Public Schools shall comply with all applicable municipal ordinances. New Frontiers Public Schools designates the Chief Executive Officer (CEO)/Superintendent and/or Director of Facilities and/or designee, as the individual who will ensure such compliance.

### **300.240. MANAGEMENT COMPANIES**

The governing body (“Board”) of New Frontiers Public Schools adopts the following policy which shall be effective on the date that the policy is adopted by the Board.

#### SECTION 1. Delegation

Pursuant to a delegation amendment approved by TEA, New Frontiers Public Schools has entered into a management services contract with no one to manage New Frontiers Public Schools.

### **300.260. RISK MANAGEMENT POLICY**

New Frontiers Public Schools strives to ensure that risks to New Frontiers Public Schools are identified, analyzed, and managed so that they are maintained at acceptable levels. New Frontiers Public Schools employees are responsible for ensuring New Frontiers Public Schools programs, activities and policies are conducted in a manner that considers the risk of loss or injury.

#### SECTION 1. Risk Management Officer

The Chief Executive Officer (CEO)/Superintendent will designate a Risk Management Officer (RMO) who is responsible for providing guidance on risk management issues and the interpretation of specific policy requirements. Additionally, the RMO is responsible for:

1. Coordinating the development and maintenance of risk management policies, procedures, standards and forms for New Frontiers Public Schools.
2. Identifying strategic risks;
3. Identifying tasks and implementing such tasks to ensure risk management becomes part of day-to-day management;
4. Ensuring staff are aware of risks and how to manage them; and
5. Monitoring our strategic risk profile and implementing a continuous improvement approach to risk management.

The RMO will forward recommendations to the Chief Executive Officer (CEO)/Superintendent, who will present those recommendations to the Board.

#### SECTION 2. General Liability Insurance

New Frontiers Public Schools shall purchase appropriate liability insurance to protect itself, its board members, officers, employees, and volunteers from the cost of defending litigation brought against them in their official capacity as board members, officers, employees, and/or volunteers of New Frontiers Public Schools for acts or omissions committed by them in the good faith discharge of their official New Frontiers Public Schools duties.

Such insurance shall include, but not be limited to, insurance protection against claims for property damage, personal injury, or death proximately caused by the negligence, wrongful act, or omission of New Frontiers Public School's officers or employees, acting within the scope of their employment or office, and arising from the operation or use of a motor vehicle under circumstances where such officers or employees would be personally liable to the claimant in accordance with the laws of this state.