



_____Module 300: General School Operations
Charter Board Policy for New Frontiers Public Schools

**MODULE 300: GENERAL SCHOOL OPERATIONS
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300.010 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: 2022-2023

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.

300.020 INSTRUCTIONAL & NON-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.

SECTION 3. Access Control

NFPS campuses are co-located on the premises of ACD colleges, specifically Palo Alto College and San Antonio College. All exterior doors assigned to our charter district from ACD colleges are closed and locked at all times. All doors are magnetically locked and require a magnetic card to open them.

Access control procedures must include exterior door sweeps (ensuring doors are closed and locked) at every instructional facility at least once each week while instruction is being conducted. Administration and/or designee will be responsible for complying with this mandate.

Non-Instructional Site.

District Office is located at 901 NE Loop 410, SATX 78209. Office visitors will report to the front desk administration to check-in.

An individual engaging in disruptive behavior shall be required to leave New Frontiers Public Schools property. Any individual who disrupts or threatens to disrupt school or office operations, threatens the health and safety of students or staff, willfully causes property damage, uses loud and/or offensive

language that could provoke a violent reaction, or who has otherwise established a pattern of unauthorized entry on New Frontiers Public Schools property shall be directed to leave New Frontiers Public Schools property by the Principal or other administrator. In certain circumstances, a criminal trespass warning may also be issued, or law enforcement contacted. This trespass notice may be appealed pursuant to the district's student and parent grievance policy Module 300 - General School Operations, section 300.080.

SECTION 4. Keys and Identification

NFPS school administration will collect all key identification cards to include employees and visitor's card at the end of the school year. These cards will be submitted to the appropriate college representative for the purpose of conducting an annual audit. As part of the audit, these cards will be checked for wear and tear, functionally (does it open the door) and ensure current picture is physically located on the card.

SECTION 5. Building Interior

NFPS requires that all spaces being used as instructional spaces be locked at all times. This policy applies to portable buildings and other separate buildings being used as for the purpose of instructing students.

NFPS requires that staff/ security be present when building is being used during the weekends and/or during after school for any school sponsored event. If event is not sponsored by NFPS, students and/or staff may not be in the buildings.

300.030 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.

300.040 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).

NFPS will utilize the Alamo College District (ACD) system to ensure effective and efficient communication in the event of an emergency event. The communication system will be connected with ACD Police Department for immediate and clear response during an emergency situation such as an active shooter event.

NFPS will partner with ACD law enforcement to ensure a visible and regular presence on site. This officer will be dedicated to each NFPS campus.

300.050 THREAT ASSESSMENT TEAM

As part of the Safe and Supportive School Program, the purpose of this section is to provide policies in establishing and training teams that conduct threat assessment in Texas.

SECTION 1. Definitions

A "Safe and Supportive School Program Team" is a team that conducts behavioral threat assessments by assessing and reporting individuals who make threats of violence or exhibit harmful, threatening, or violent behavior and who gathers and analyzes data to determine the level of risk and appropriate intervention. The team serves as a safety net for the community and school by:

- 1) Conducting a fact-based, systematic, and investigative approach to determining how likely a person is to carry out a threat of violence.
- 2) Identifying, assessing, and managing appropriate interventions of individuals who are at risk for violence against themselves and others.
- 3) Providing guidance to students and school employees on recognizing harmful, threatening, or violent behavior that may pose a threat to the community, school, or individual.
- 4) When conducting this process with fidelity it leads to a positive and safe school climate. This process is not intended to be punitive or adversarial; rather, it is a way to build trust and situational awareness.

"Harmful, threatening, or violent behavior" includes behaviors such as verbal threats, threats of self-harm, bullying, cyberbullying, fighting, the use or possession of a weapon, sexual assault, sexual harassment, dating violence, stalking, or assault, by a student. [TEC 37.115(a)(1)]

"Team" means a Safe and Supportive School Program Team established by the board of trustees of a school district. [TEC 37.115(a)(2)]

A “threat” is a concerning communication or behavior that indicates that an individual poses a danger to the safety of school staff or students through acts of violence or other behavior that would cause harm to self or others. The threat may be communicated behaviorally, orally, visually, in writing, electronically, or through any other means, and is considered a threat regardless of whether it is observed by or communicated directly to the target of the threat or observed by or communicated to a third party, and regardless of whether the target of the threat is aware of the threat.

SECTION 2. Safe & Supportive School Program Team

- The board of trustees of each school district shall establish a Safe and Supportive School Program Team to serve at each campus of the district. [TEC 37.115(c)]
- The superintendent of the district shall ensure, to the greatest extent practicable, that the members appointed to each team have expertise in counseling, behavior management, mental health and substance use, classroom instruction, special education, school administration, school safety and security, emergency management, and law enforcement. [TEC 37.115(d)]
- A team may serve more than one campus of a school district, provided that each district campus is assigned a team. [TEC 37.115(d)]
- Each team must report required information regarding the team’s activities to TEA. [TEC 37.115(k)]
- The superintendent of a school district may establish a committee or assign to an existing committee established by the district, the duty to oversee the operations of teams established for the district. A committee with oversight responsibility must include members with expertise in human resources, education, special education, counseling, behavior management, school administration, mental health and substance use, school safety and security, emergency management, and law enforcement. [TEC 37.115(e)]
- Team members shall work collaboratively with each other, with other school staff, and (as appropriate) with community resources to support the purposes of the team and the safety of the school and its students and staff.
- All team members should be involved with the assessment and intervention of individuals whose behavior poses a threat to the safety of school staff or students.
- Team members shall actively, lawfully, and ethically communicate with each other; with school administrators; and with other school staff who need to know specific information to support the safety and well-being of the school, students, and staff.
- Each team shall conduct a threat assessment that includes:
 1. Assessing and reporting individuals who make threats of violence or exhibit
 2. harmful, threatening, or violent behavior. [TEC 37.115(f)(1)(a)]
 3. Gathering and analyzing data to determine the level of risk and appropriate
 4. intervention, including referring a student for mental health assessment, and
 5. implementing an escalation procedure (if appropriate). [TEC 37.115(f)(1)(b)]
- Each team shall:
 1. Provide guidance to students and school employees on recognizing harmful,
 2. threatening, or violent behavior that may pose a threat to the community,
 3. school, or individual. [TEC 37.115(f)(2)]
 4. Support the district in implementing the district’s multi-hazard emergency
 5. operations plan. [TEC 37.115(f)(3)]
 6. Report immediately to the superintendent a team’s determination that a student or

7. other individual poses a serious risk of violence to self or others. [TEC 37.115(h)]
 8. Act in accordance with the district's suicide prevention program upon identifying a
 9. student at risk of suicide. [TEC 37.115(i)]
 10. Act in accordance with the district policies and procedures related to substance
 11. use prevention and intervention upon identifying a student using or possessing
 12. tobacco, drugs, or alcohol. [TEC 37.115(j)]
- A team may not provide a mental health care service to a student who is under 18 without written consent from the parent of or person standing in parental relation to the student. [TEC 37.115(g)]

SECTION 3. Building a Threat Assessment Program – 8 Steps

Step One: Create and promote safe school climates

- Assess current school climate
- Enhance current school climate
- Strengthen students' connectedness

Step Two: Establish a multidisciplinary team

- Name it the Safe and Supportive School Program Team
- Identify team membership
- Designate a team leader
- Establish team procedures and protocols
- Meet on a regular basis and as needed

Step Three: Define prohibited and concerning behaviors

- Establish policy defining prohibited behaviors
- Identify other behaviors for screening or intervention
- Define threshold for intervention

Step Four: Create a central reporting mechanism

- Establish one or more anonymous reporting mechanisms
- Provide training and guidance to encourage reporting
- Ensure availability to respond
- Establish trust that reports will be acted upon

Step Five: Determine threshold for law enforcement intervention

- Most reports can be handled by school-based team
- Establish which behaviors should be referred for law enforcement intervention

Step Six: Establish threat assessment procedures

- Decide how to document cases
- Create procedures to screen reports
- Establish procedures for gathering information
- Organize information around 11 Investigative Questions
- Make assessment and decide on intervention

Step Seven: Develop risk management options

- Identify all available resources for creating individualized management plans
- Identify resources to assist targets/victims
- Establish points of contact for all resources

Step Eight: Conduct training for all stakeholders

- Training for threat assessment team
- Training for students, staff, and parents
- Training for students, staff, and community stakeholders to anonymously report dangerous, violent, or unlawful activity

SECTION 4. Training

- Each team must complete training provided by the TxSSC or a regional education service center (ESC). [TEC 37.115(c)]
- On a regular basis, each district should monitor its team membership and quickly replace and train new members as needed.
- Districts should develop a system to ensure all stakeholders receive training on a continual basis.
- If a District or Charter school chooses to contract with a provider to deliver training for their District and/or multiple campus teams, the Texas School Safety Center recommends that training be based on the U.S. Secret Service and Department of Education model (i.e., SIGMA Threat Management Associates LLC, Salem-Keizer Threat Assessment System, Comprehensive School Threat Assessment Guidelines, Virginia Model for Student Threat Assessment).

300.060. 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 2.1. Local Selection

New Frontiers Public Schools shall establish a team, as needed, 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 Schools’s instructional needs and in accordance with administrative regulations.

The instructional materials allotment team shall ensure that selected materials, in combination with any other materials in use by New Frontiers Public Schools, allow New Frontiers Public Schools to certify that all students are provided with instructional materials that cover the essential knowledge

and skills, as required by law.

The Board shall select instructional materials in an open meeting as required by the Texas Open Meetings Act, including public notice. 19 TAC 66.104(a).

SECTION 2.2. 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 2.3. 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 2.4. Special Education

Adopted instructional materials shall be supplied to a student in special education classes as appropriate to the level of the student's ability and without regard to the grade for which the instructional material is adopted or the grade in which the student is enrolled. 19 TAC 66.104(c).

SECTION 2.5. Notification to SBOE

Each year, during a period established by the SBOE, the Board shall notify the SBOE of instructional materials selected in accordance with Education Code 31.101. *Education Code 31.101(a)*.

i. Foundation Curriculum

For subjects in the foundation curriculum, the Board shall notify the SBOE of the instructional materials it selects from the instructional materials list, including the Commissioner of Education's ("Commissioner") instructional materials list. *Education Code 31.101(a)(1)*.

ii. Enrichment Textbooks

For a subject in the enrichment curriculum, the Board shall notify the SBOE of instructional material it selects from the instructional materials list, including the Commissioner's instructional materials list, or that it selected materials that do not appear on the list. Education Code 31.101(a)(2).

iii. Open Education Resource Instructional Materials

In selecting material each year, New Frontiers Public Schools may consider the use of open education resource instructional materials. Education Code 31.101(b).

New Frontiers Public Schools may adopt state-developed open education resource

instructional materials at any time, regardless of the instructional material review and adoption cycle. Education Code 37.073(c).

SECTION 2.6. 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 2.7. 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 2.8. 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 3. Handling and Requisition

SECTION 3.1. 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 3.2. 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 3.3. 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 4. Responsibility for Instructional Materials and Technological Equipment

SECTION 4.1. 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 4.2. 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 5. 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.

300.070 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
Module 300 – General School Operations

Board Approved: September 21, 2022

901 NE Loop 410 Alamo Towers (West Building)
San Antonio, TX 78209.

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.

300.080 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.

300.090 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.

300.100 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.

300.110 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.

300.120 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.

300.130 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.

300.140 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.