



**\_\_\_\_\_ 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: 2024-2025

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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.

### **300.020 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 Audits

NFPS has two campuses that are co-located on the premises of ACD colleges, specifically Palo Alto 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 to include the brick-and-mortar middle school campus.

The Superintendent, or designee, shall conduct at least weekly inspections during school hours of all exterior doors of all instructional facilities to certify that all doors are, by default, set to a closed, latched, and locked status and cannot be opened from the outside without a key. To include classrooms during instructional time. The weekly inspections are located in a Google Excel using the TEA recommended reporting tool.

19 TAC 61.1031(d)(1)(A).

The Superintendent, or designee, shall report the findings of weekly inspections to:

1. The school safety and security committee formed pursuant to Section 37.109, Education Code; and
2. The principal or leader of the instructional facility to ensure awareness of any deficiencies identified and who must take action to reduce the likelihood of similar

deficiencies in the future.

3. Any facility component functionality deficiency identified may be reported through the Eduphoria Help Desk. The system will alert the Facility/Operations personnel who will immediately follow up.

*19 TAC 61.1031(d)(1)(B), (C).*

The Superintendent, or designee, shall ensure the results are kept for review as part of the safety and security audit as required by Section 37.108, Education Code. 19 TAC 61.1031(d)(1)(B).

Nothing in NFPS's access control procedures will be interpreted as discouraging parents, once properly verified as authorized campus visitors, from visiting campuses they are authorized to visit. *19 TAC 61.1031(d)(1)(D).*

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.

Emergency Access:

- The middle school campus includes two exterior secure master key box designed to permit emergency access to both law enforcement and emergency responder agencies located at the front of the school and the south side of the building. The key box includes: a master key, gate key, and an elevator key.
- The ECHS portables located at Palo Alto, has provided physical master key access to the Palo Alto Police Department.

#### 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 the 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.

#### SECTION 6. Facilities Standards Compliance

NFPS shall ensure that each facility complies with each school facilities standard, including performance standards and operational requirements, related to safety and security adopted under Section 7.061, Education Code, or provided by other law or administrative rule. Education Code 37.351(a).

##### a) Good Cause Exception

If NFPS is unable to bring a school facility into compliance with a school facilities standard related to safety and security, New Frontiers Public Schools may claim a good cause exception from the requirement to comply with that standard, including for a reason related to:

1. The age, physical design, or location of the noncompliant facility;
2. The projected remaining use or functional life of the noncompliant facility;
3. Availability of funding; or
4. Supply chain obstacles.

*Education Code 37.353(a).*

If NFPS claims a good cause exception, NFPS shall develop an alternative performance standard with which it is able to comply. *Education Code 37.353(b).*

##### b) Documentation

NFPS shall develop and maintain documentation of implementation of and compliance with school safety and security facilities standards for each New Frontiers Public Schools facility, including a good cause exception claimed under Section 37.353, Education Code, and shall, if requested by the Texas Education Agency, provide that documentation to the Agency in the manner prescribed by the Agency. *Education Code 37.351(b).*

##### c) Confidentiality

Any document or information collected, identified, developed, or produced relating to a safety or security requirement for facilities is confidential under Sections 418.177 and 418.181, Government Code, and not subject to disclosure under Chapter 552, Government Code. Education Code 37.355.

### **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 Multi-Hazard Emergency Operations Management plan (MEOP) 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.

#### SECTION 1 Safety And Security Audit

##### a) *Audit Requirements*

At least once every three years, NFPS shall conduct a safety and security audit of NFPS facilities. NFPS, or a person included in the TxSSC registry engaged by the school to conduct a safety and security audit, shall follow safety audit and security audit procedures developed by the TxSSC in coordination with the Commissioner of Education.

The safety and security audit must certify that NFPS used funds provided through the school safety allotment only for purposes provided by Education Code 42.168.

The results of the safety and security audit shall be reported to the Board and, in the manner required

by the TxSSC, to the TxSSC. The report provided to the TxSSC must be signed by the Board and Superintendent.

*Education Code 37.108(b), (b-1), (c).*

b) *Disclosure and Confidentiality*

Except as provided under Education Code 37.108(c-2), any document or information collected, developed, or produced during a safety and security audit is not subject to disclosure under the Texas Public Information Act. *Education Code 37.108(c-1).*

SECTION 2 Safety And Security Committee

NFPS shall establish a school safety and security committee in accordance with guidelines established by the TxSSC.

a) *Committee Membership*

The school safety and security committee, to the greatest extent practicable, must include:

1. One or more representatives of an office of emergency management of a county or city in which NFPS is located;
2. One or more representatives of the local police department or sheriff's office;
3. One or more representatives of NFPS' police department, if applicable;
4. The Board president;
5. A member of the Board other than the Board president;
6. The Superintendent;
7. One or more designees of the Superintendent, one of whom must be a NFPS classroom teacher; and
8. Two parents or guardians of students enrolled in NFPS

*Education Code 37.109(a-1).*

b) *Committee Responsibilities*

The school safety and security committee shall:

1. Participate on behalf of NFPS in developing and implementing emergency plans consistent with the MEOP to ensure that the plans reflect specific campus, facility, or support services needs;
2. Periodically provide recommendations to the Board and school administrators regarding updating the MEOP in accordance with best practices identified by TEA, the TxSSC, or a person included in the registry of persons established by the TxSSC as providing school safety or security consulting services;
3. Provide NFPS with any campus, facility, or support services information required in connection with a safety and security audit or other report required to be submitted to the TxSSC;
4. Review each report required to be submitted by NFPS to the TxSSC to ensure that the report contains accurate and complete information regarding each campus, facility, or support service in accordance with criteria established by the TxSSC; and
5. Consult with local law enforcement agencies on methods to increase law enforcement presence near school campuses.

*Education Code 37.109(b).*

The school safety and security committee shall review the report on the results of a vulnerability assessment conducted once every four years under Section 37.1083, Education Code, and participate in the implementation of recommendations and/or required corrective actions, as appropriate. *Education Code 37.1083(f).*

The school safety and security committee shall review the report on the results of an annual intruder detection audit under Section 37.1084, Education Code, and participate in the implementation of recommendations and/or required corrective actions, as appropriate. *Education Code 37.1084(b)(3).*

a) *Committee Meetings*

The school safety and security committee shall meet at least once during each academic semester and at least once during the summer. The committee is subject to the Texas Open Meetings Act and may meet in executive session as provided by Chapter 551, Government Code. Notice of a committee meeting must be posted in the same manner as notice of a Board meeting. Education Code 37.109(c)-(d).

SECTION 3 Emergency Response Map & Walk-Through

NFPS shall provide to the Department of Public Safety and all appropriate local law enforcement agencies and emergency first responders:

1. An accurate map of each district campus and school building that is developed and documented in accordance with the standards described by Education Code § 37.351 related to developing site and floor plans, access control, and exterior door numbering; and
2. An opportunity to conduct a walk-through of each district campus and school building using the map described by item (1), above.

*Education Code 37.117.*

SECTION 4 Silent Panic Alert Technology

NFPS shall provide each classroom in the district or school with silent panic alert technology (SPAT) that allows for immediate contact with district or school emergency services and emergency service agencies, law enforcement agencies, health departments, and fire departments. *Education Code 37.117*

NFPS has adopted the following SPATs for the district:

- LifeSpot Technologies
- Raptor Emergency Management

SECTION 5 Notification Regarding Bomb Threat Or Terroristic Threat

Upon receiving a bomb threat or terroristic threat relating to a campus or other NFPS facility at which students are present, NFPS shall provide notification of the threat as soon as possible to the parent or guardian of or other person standing in parental relation to each student who is assigned to the campus or who regularly uses the facility, as applicable. *Education Code 37.113.*

SECTION 6 Notification Regarding Violent Activity

NFPS shall adopt a policy for providing notice regarding violent activity that has occurred or is being investigated at a campus or other school facility or at a school-sponsored activity to parents, guardians, and other persons standing in parental relation to students who are assigned to the campus,



regularly use the facility, or are attending the activity, as applicable. The policy will meet the standards adopted by the TEA under Education Code § 37.1131(a). *Education Code 37.1131(b)*.

NFPS will use the following outlets to notify students, staff, and parents of certain incidents that pose a serious or continuing threat to the campus community:

- Schoology App – cell phone alert
- Constant Contact – email notification
- Raptor App – employees only cell phone alert for real-time notification
- Social Media – Facebook Campus Page

Notifications will be issued as soon as pertinent information is available using the adopted templates from the I love U guys foundation.

#### SECTION 7 Traumatic Injury Response Protocol

NFPS shall develop and annually make available a protocol for employees and volunteers to follow in the event of a traumatic injuries.

##### a) Protocol Requirements

The protocol must:

1. Provide for NFPS to maintain and make available to school employees and volunteers bleeding control stations for use in the event of a traumatic injury involving blood loss;
2. Ensure that bleeding control stations are stored in easily accessible areas of the campus that are selected by the school safety and security committee or the Board;
3. Require that a TEA-approved training on the use of a bleeding control station in the event of an injury to another person be provided to:
  - a. To the extent applicable, each NFPS peace officer commissioned, or school security personnel employed under Education Code 37.081 who provides security services at the campus;
  - b. Each school resource officer who provides law enforcement at the campus; and
  - c. All other NFPS personnel who may be reasonably expected to use a bleeding control station; and
4. Require NFPS to annually offer instruction on the use of a bleeding control station from the District Nurse to students enrolled in grade seven or higher. District Nurse will send out a Schoology notification to invite students to participate in the instruction. Those students who are interested will receive the materials to review on their own.

##### b) Bleeding Control Stations

The school safety and security committee or the Board may select, as easily accessible areas of the campus at which bleeding control stations may be stored, areas of the campus where automated external defibrillators are stored.

A bleeding control station contains all of the following required supplies in quantities determined appropriate by the Superintendent:

1. Tourniquets approved for use in battlefield trauma care by the armed forces of the United States;
2. Chest seals;
3. Compression bandages;

4. Bleeding control bandages;
5. Space emergency blankets;
6. Latex-free gloves;
7. Markers;
8. Scissors; and
9. Instructional documents developed by the American College of Surgeons or the United States Department of Homeland Security detailing methods to prevent blood loss following a traumatic event.

Bleeding control stations may also include medical material or equipment that:

1. May be readily stored in a bleeding control station;
2. May be used to adequately treat an injury involving traumatic blood loss; and
3. Is approved by local law enforcement or emergency medical services personnel.

*Education Code 38.027.*

## SECTION 8 Automated External Defibrillators

### a) Campus Availability

NFPS shall make available at each campus at least one automated external defibrillator (AED). A campus defibrillator must be readily available during any Universal Interscholastic League (UIL) athletic competition held on the campus. In determining the location at which to store a campus defibrillator, the Principal shall consider the primary location on campus where students engage in athletic activities.

### b) Athletic Practices

To the extent practicable, NFPS in cooperation with the UIL, shall make reasonable efforts to ensure that an AED is available at each UIL athletic practice held at a NFPS campus. If NFPS is not able to make an AED available in such manner, NFPS shall determine the extent to which an AED must be available at each UIL athletic practice held at a campus; the determination must be based, in appropriate to any other appropriate considerations, on relevant medical information.

### c) Athletic Competitions

NFPS in cooperation with the UIL, shall determine the extent to which an AED must be available at each UIL athletic competition held at a location other than an NFPS campus. The determination must be based, in addition to any other appropriate considerations, on relevant medical information and whether emergency services personnel are present at the athletic competition under a contract with NFPS.

### d) Trained Staff

NFPS shall ensure the presence at each location at which an AED is required at least one school employee trained in the proper use of the defibrillator at any time a substantial number of NFPS students are present at the location.

### e) AED Maintenance

NFPS shall ensure that AEDs are used and maintained in accordance with standards established under Chapter 779, Health & Safety Code.

*Education Code 38.017.*

## SECTION 9 Response To Cardiac Arrest

The Superintendent or designee shall develop safety procedures for school employees or students to follow in responding to a medical emergency involving cardiac arrest, including the appropriate response time in administering cardiopulmonary resuscitation, using an AED, or calling a local emergency medical services provider. Education Code 38.018.

## SECTION 10 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.

### 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.

### 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, threatening, or violent behavior that may pose a threat to the community, school, or individual. [TEC 37.115(f)(2)]
  2. Support the district in implementing the district’s multi-hazard emergency operations plan. [TEC 37.115(f)(3)]
  3. Report immediately to the superintendent a team’s determination that a student or other individual poses a serious risk of violence to self or others. [TEC 37.115(h)]
  4. Act in accordance with the district’s suicide prevention program upon identifying a student at risk of suicide. [TEC 37.115(i)]
  5. Act in accordance with the district policies and procedures related to substance use prevention and intervention upon identifying a student using or possessing 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)]

#### 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
  - Each Campus must establish clear procedures for a student to report concerning behaviors.
  - The board of trustees shall adopt policies and procedures that provide confidentiality for a district employee reporting a potential threat to the team.
    - The employee’s identity is confidential and not subject to disclosure under Government Code, Chapter 552, except as necessary for the team, the district, or law enforcement to investigate the potential threat. [TEC 37.115(c)(4)]
    - The district must maintain a record of the identity of the employee who elects for their identity to be confidential. [TEC 37.115(c)(4)]
- 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

- Parent notification. Before a team may conduct a school behavioral threat assessment, they must first notify the parent of their intent to conduct a threat
- Decide how to document cases
- Create procedures to screen reports
- Establish procedures for gathering information. The team shall provide an opportunity for the parent or guardian to participate and submit information. [TEC 37.115(f-1)]
- Establish procedures for gathering information
- Organize information around 11 Investigative Questions
- Make assessment and decide on intervention
- After completing the school behavioral threat assessment, the team shall provide the parent or guardian the team’s findings and conclusions. [TEC 37.115(f-2)]
  
- A transferring district shall provide a receiving district with student’s disciplinary and school behavioral threat assessment records. [TEC 25.002(a) and TEC 25.036(c)]
  
- Record retention. Materials and information provided to, or produced by, the team during a school behavioral threat assessment must be maintained in the student’s file until their 24<sup>th</sup> birthday. [TEC 37.115(j-1)]

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

School Behavioral Threat Assessment Procedures.

- Receive a report about an individual of concern. Screen for imminency (of the threat or other concern) and whether there is a need for a school behavioral threat assessment.
- If the team believes the report does present an imminent danger or safety concern:
  - Immediately notify law enforcement.
  - Once the emergency has been contained, the team should complete a school behavioral threat assessment.
  - Before a team may conduct a threat assessment of a student, the team must notify the parent of or person standing in parental relation to the student regarding their intent to conduct a threat assessment on their child. [TEC 37.115(f-1)]
  - If the report involves a student, the team shall immediately notify the superintendent who will notify the parent or guardian. [TEC 37.115(h)]
  - If the report involves a student at risk of suicide, the team shall conduct a school behavioral threat assessment in addition to actions taken in accordance with the district's suicide prevention program. [TEC 37.115(i)]
  - Make other notifications (i.e., anyone that is or may be directly impacted).
- If the team believes the report does not present an imminent danger or safety concern, determine if there is a need for a school behavioral threat assessment.
- If there is a need for a school behavioral threat assessment, proceed using the steps below.
  - If a report involves sexual harassment, sexual assault, dating violence, stalking, or domestic violence assault, immediately notify the District's Title IX Coordinator.
  - If the student has a Functional Behavior Assessment (FBA) / Behavior Intervention Plan (BIP), 504 Plan, Individualized Education Program (IEP), and/or health plan, then include the school staff who manage the student's plan(s) to determine if the reported threat is a baseline behavior appropriately managed by any of the listed plans above. If not, continue with the assessment.
    - Gather information about the person and situation from various sources, including a digital search.
    - Organize and analyze information using the 11 Investigative Questions detailed in the U.S. Secret Service and Department of Education's guide titled Threat Assessment in Schools, A Guide to Managing Threatening Situations and to Creating Safe School Climates.
    - Make an assessment about whether the individual of concern poses a threat of violence to self or others.
    - Develop and implement a case management plan of targeted interventions to reduce risk.
    - As needed, refer the individual of concern to the local mental health authority or healthcare provider for evaluation and/or treatment.
    - Monitor, re-evaluate, and modify the plan as needed to ensure the targeted

intervention(s) is effective and the individual of concern no longer poses a threat of violence to self or others.

- After completing a threat assessment of a student, the team shall provide to the parent of or person standing in parental relation to the student the team's findings and conclusions regarding the student. [TEC 37.115(f-2)]
- If the team believes the report does not present an imminent danger or safety concern, and that there is not a need for a school behavioral threat assessment, then document the initial report and screening in the data warehousing system the district is using.

#### 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).

#### Parent Notification.

Before a team may conduct a threat assessment of a student, the team must notify the parent of or person standing in parental relation to the student regarding the assessment. In conducting the assessment, the team shall provide an opportunity for the parent or person to participate in the assessment, either in person or remotely, and submit to the team information regarding the student. *Education Code 37.115(f-1).*

After completing a threat assessment of a student, the team shall provide the parent of or person standing in parental relation to the student with the team's findings and conclusions regarding the student. *Education Code 37.115(f-2).*

#### Providing Mental Health Care Services.

A team may not provide a mental health care service to a student who is under 18 years of age unless the team obtains written consent from the parent or person standing in parental relation to the student before providing the mental health care service. The consent must be submitted on a form developed by NFPS that complies with all applicable state and federal law. The student's parent or person standing in parental relation to the student may give consent for a student to receive ongoing services or may limit consent to one or more services provided on a single occasion. *Education Code 37.115(g).*

#### Reports to TEA.

A team must report to TEA the following information regarding the team's activities and other information for each campus the team serves:

1. The occupation of each person appointed to the team;
2. The number of threats and a description of the type of the threats reported to the team;

3. The outcome of each assessment made by the team, including:
  - a. Any disciplinary action taken, including a change in school placement;
  - b. Any action taken by law enforcement; or
  - c. A referral to or change in counseling, mental health, special education, or other services;
4. The total number, disaggregated by student gender, race, and status as receiving special education services, being at risk of dropping out of school, being in foster care, experiencing homelessness, being a dependent of military personnel, being pregnant or a parent, having limited English proficiency, or being a migratory child, of, in connection with an assessment or reported threat by the team:
  - a. Citations issued for Class C misdemeanor offenses;
  - b. Arrests;
  - c. Incidents of uses of restraint;
  - d. Changes in school placement, including placement in a juvenile justice alternative education program or disciplinary alternative education program, if applicable;
  - e. Referrals to or changes in counseling, mental health, special education, or other services;
  - f. Placements in in-school suspension or out-of-school suspension and incidents of expulsion;
  - g. Unexcused absences of 15 or more days during the school year; and
  - h. Referrals to juvenile court for truancy; and
5. The number and percentage of school personnel trained in:
  - a. A best-practices program or research-based practice under Section 161.325, Health and Safety Code, including the number and percentage of school personnel trained in:
    - i. Suicide prevention; or
    - ii. Grief and trauma-informed practices;
  - b. Mental health or psychological first aid for schools;
  - c. Training relating to the safe and supportive school program established under Education Code 37.115(b); or
  - d. Any other program relating to safety identified by the Commissioner.

*Education Code 37.115(k).*

#### Record Maintenance.

Materials and information provided to or produced by a team during a threat assessment of a student under this policy must be maintained in the student's school record until the student's 24th birthday.

*Education Code 37.115(j-1).*

### **300.050 RESOURCES ON SAFE FIREARM STORAGE**

NFPS shall distribute the information and other resources provided by the Texas School Safety Center and the Department of Public Safety regarding the safe storage of firearms to the parent or guardian of each student enrolled in NFPS. *Education Code 37.222.*

### **300.060 TRAUMA-INFORMED CARE PLAN**

#### a) Plan Requirements

NFPS shall adopt and implement a policy requiring the integration of trauma-informed practices in each school environment. The policy must address:

1. Using resources developed by TEA, methods for:
  - a. Increasing staff and parent awareness of trauma-informed care; and



- b. Implementation of trauma-informed care practices and care by school staff; and
2. Available counseling options for students affected by trauma or grief.

*Education Code 38.036(a), (b).*

b) Training Requirements

Methods for increasing awareness and implementation of trauma-informed care must be discussed in training:

1. That is provided:
  - a. Through a program selected from the list of recommended best practice-based programs and research-based practices established under Education Code 38.351;
  - b. In accordance with the policy adopted under Education Code 21.4515, to the extent applicable; and
  - c. As part of any new employee orientation for all new educators at the school.
2. That addresses how grief and trauma affect student learning and behavior and how evidence-based, grief-informed, and trauma-informed strategies support the academic success of students affected by grief and trauma.

*Education Code 38.036(c).*

The training may include two or more listed topics together. Education Code 38.036(c-1).

NFPS shall keep records of each training conducted, to include the name of each staff member who participated in the training. *Education Code 38.036(d).*

### **300.070. 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' 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 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.

#### **300.080 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  
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.

### **300.090 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.

### **300.100 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.*

### **300.110 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.

### **300.120 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.

### **300.130 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.

### **300.140 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.

### **300.150 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.