



TCSA Model Board Policy Series

*Module 300: General School Operations
Charter Board Policy for
UT Permian Basin – STEM Academy*

300.020: School Year and Eligibility Status Policy

300.080: Emergency Management Plan Policy

300.100: Instructional Materials Policy

300.120: Grievance Process Policy

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300.160: Asbestos Hazard Emergency Response Act Policy

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Module 300: General School Operations

The General School Operations, Module 300, is the third module of the Model Board Policies. The material included in this module provides a comprehensive summary of statutes and regulations that apply to the general operations of charter schools, as well as specific model board policies designed to comply with these legal requirements. Other policy modules in the series include:

- Module 100: Financial Operations
- Module 200: Charter School Governance & Organization
- Module 400: Students
- Module 500: Open Government
- Module 600: Human Resources

Legal Abbreviations Used In the TCSA Model Board Policy Series

Atty. Gen. Op.	Attorney General Opinion
C.F.R	Code of Federal Regulations
Tex. Admin. Code	Texas Administrative Code
Tex. Educ. Code	Texas Education Code
Texas Gov't Code	Texas Government Code
Tex. Labor Code	Texas Labor Code
Texas Local Gov't Code	Texas Local Government Code
U.S.C.A	United States Code Annotated

300.020. SCHOOL YEAR AND ELIGIBILITY STATUS

The advisory board (“Board”) of the UT Permian Basin STEM Academy 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 the UT Permian Basin STEM Academy’s school year:

2018-2019 Calendar

Staff Development	August 2 nd , 3 rd , 6 th , 7 th , 8 th , 9 th , 10 th , 13 th , 14 th , 15 th , 16 th , 17 th October 19 th December 21 st February 15 th
Holidays	September 3 rd November 19 th , 20 th , 21 st , 22 nd , 23 rd December 24 th , 25 th , 26 th , 27 th , 28 th , 31 st January 1 st , 2 nd , 3 rd , 4 th , 21 st March 11 th , 12 th , 13 th , 14 th , 15 th April 19 th
Bad Weather	April 22 nd May 24 th

300.080. EMERGENCY MANAGEMENT PLAN

The advisory board (“Board”) of the UT Permian Basin STEM Academy adopts the following policy, which shall be effective on the date that the policy is adopted by the Board.

The Superintendent or designee, in corporation with the University of Texas Permian Basin Environmental Health and Safety office, shall develop and implement a multihazard emergency operations plan for use in the UT Permian Basin STEM Academy’s facilities. The plan must provide for:

1. the mitigation, preparedness, response, and recovery in regards to an emergency;
2. employee training in responding to an emergency;
3. mandatory school drill exercises to prepare students and employees for responding to an emergency, and
4. measures to ensure coordination with the Department of State Health Services and local emergency management agencies, law enforcement, health departments, and fire departments in the event of an emergency.

Each campus of the UT Permian Basin STEM Academy shall have a copy of the emergency management plan and all staff/personnel will be trained annually on the emergency procedures.

300.100. INSTRUCTIONAL MATERIALS

The advisory board (“Board”) of the UT Permian Basin STEM Academy 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 the UT Permian Basin STEM Academy’s instructional materials allotment (“IMA”) shall comport with applicable law and regulation. The Superintendent shall annually certify to the commissioner of education that the UT Permian Basin STEM Academy’s IMA has been used solely for expenses allowed by law.

Section 1.2. Request for Adjustment. If the number of students attending the UT Permian Basin STEM Academy will increase or decrease during the school year for which the IMA is provided, the Superintendent, shall ensure that a timely request is submitted to the commissioner of education requesting an adjustment in the number of students for which the UT Permian Basin STEM Academy is entitled to receive an IMA.

SECTION 2. Selection of Instructional Materials

Section 2.1. Instructional Materials Selection Committees.

- a. Appointment. The Superintendent shall appoint an instructional materials selection committees to review and consider textbooks, as well as other instructional materials for adoption by the UT Permian Basin STEM Academy.
- b. Recommendation to the Board. The committee shall review instructional and make a recommendation to the Board as to which instructional materials should be adopted by the UT Permian Basin STEM Academy.

Section 2.2. Supplemental Instructional Materials. If the UT Permian Basin STEM Academy requisitions supplemental instructional materials, the Superintendent, shall ensure that the UT Permian Basin STEM Academy certifies to the Texas Education Agency that the supplemental instructional materials, in combination with any other instructional materials or supplemental instructional materials used by the UT Permian Basin STEM Academy, cover the essential knowledge and skills identified in law.

Section 2.3. Notification to SBOE. Each year, during the period established by the State Board of Education (“SBOE”), the Superintendent, shall notify the SBOE of the instructional materials selected for the following school year as required by law.

Section 2.4. TEA Report. By April 1st of each year, the Superintendent, shall transmit to the TEA a report listing the instructional materials selected for use at the UT Permian Basin STEM Academy.

Section 2.5. Annual Certification of Provision of Materials. Before the beginning of each school year, the Superintendent or designee, shall certify to the SBOE and the commissioner of education that the UT Permian Basin STEM Academy, 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 2.6. 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 Superintendent delegates to the Curriculum Director 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, the UT Permian Basin STEM Academy shall requisition instructional materials using the online requisition program maintained by the commissioner of education.

Section 3.3. Inventory. Annually, the Curriculum Director shall conduct a physical inventory of all currently adopted instructional materials. The results of the inventory shall be recorded in the UT Permian Basin STEM Academy'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.
- b. The UT Permian Basin STEM Academy shall allow the student to use instructional materials and technological equipment during each school day.
- c. At the discretion of the Superintendent or designee the UT Permian Basin STEM Academy may waive or reduce the required payment for a student who is eligible for free or reduced price school meals.

Section 4.2. Employee. The Superintendent or 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 the UT Permian Basin STEM Academy 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 UT Permian Basin STEM Academy will dispose of discontinued printed instructional materials, electronic instructional materials, and technological equipment per UT Permian Basin policy.

300.120 GRIEVANCE PROCESS

The advisory board (“Board”) of the UT Permian Basin STEM Academy 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.

The Board encourages all complaints to be resolved at the lowest level possible. With the exception of a complaint against the Superintendent, each complaint must initially be brought at the lowest level of review, at the Campus Principal Review level. If the only administrator with the authority to remedy the alleged problem is the Superintendent or designee, the complaint may begin at Section 2 below, following the procedure including the deadlines for filing a complaint under Section 1.

If the complaint is not filed with the appropriate administrator, the receiving administrator must make a record of the date and time the complaint was received and immediately forward the complaint to the appropriate administrator.

Concerns should be expressed as soon as possible to allow early and efficient resolution.

SECTION 1. Campus Principal Review of Complaint

Where a(n) the UT Permian Basin STEM Academy employee, student, guardian of a student, or a member of the public has a complaint or concern regarding the UT Permian Basin STEM Academy, the individual shall first bring their complaint or concern in writing to the appropriate campus principal. The complaint must be brought within 15 school days of the date that the complainant knew or should have known of the alleged harm. The complaint must be specific, and where possible suggest a resolution. The principal must hear the complainant, attempt to remedy the complaint in the best interest of the affected parties, and document the outcome. The principal must respond to the complainant and issue a final decision in writing within 10 days of the principal’s receipt of the complaint.

SECTION 2. Superintendent Review of 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 Superintendent the UT Permian Basin STEM Academy. This written appeal shall be filed with the Superintendent’s office within 10 days of the individual’s receipt of the campus principal’s final decision. The complaint shall include a copy of the written complaint to the campus principal along with a copy of the campus principal’s final decision. A copy of the appeal shall also be delivered to the campus principal.

The appeal must be specific, and where possible suggest a resolution. The complaint shall not include any new issues or complaints unrelated in the original complaint expressed to the campus principal.

The Superintendent or designee shall respond to the complaint and issue a final decision in writing within 15 days of receipt of the written appeal.

SECTION 3. Advisory Board Review of Complaint

Individuals who are dissatisfied with the response of the Superintendent may present their complaint to the Board during the time of CITIZEN'S PRESENTATIONS at the next regular meeting of the Board. The Board shall "stop, look, and listen" to the complaint, but may not deliberate or act on the complaint.

A complaint against a Superintendent shall begin at this level of review and shall follow the complaint process in accordance with this policy section and the Texas Open Meetings Act.

300.140 MEDIA RELATIONS

The advisory board (“Board”) of the UT Permian Basin STEM Academy 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 the UT Permian Basin STEM Academy to be prepared to cooperate with media representatives and gain favorable media coverage.

SECTION 1. COMPLIANCE

The UT Permian Basin STEM Academy shall comply with all laws and rules governing media relations.

SECTION 2. Designation of Spokespersons for the UT Permian Basin STEM Academy

An employee from The University of Texas of the Permian Basin’s Communication and Special Projects office will serve as the primary spokesperson with the media for the UT Permian Basin STEM Academy on all matters of school interest, including matters specifically involving the Board of the UT Permian Basin STEM Academy.

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 University of Texas of the Permian Basin’s Communication and Special Projects office. Whenever possible, the University of Texas of the Permian Basin’s Communication and Special Projects office shall notify the Superintendent before a media visit.

300.160 ASBESTOS HAZARD EMERGENCY RESPONSE ACT

The advisory board (“Board”) of the UT Permian Basin STEM Academy adopts the following policy which shall be effective on the date that the policy is adopted by the Board.

SECTION 1. Compliance

The UT Permian Basin STEM Academy shall comply with all federal and state laws and regulations in regards to the Asbestos Hazard Emergency Response Act (“AHERA”). The UT Permian Basin STEM Academy designates the Superintendent or designee, in coordination with the University of Texas of the Permian Basin Environmental Health and Safety office as the individuals who will ensure such compliance. The Superintendent, in coordination with the University of Texas of the Permian Basin Environmental Health and Safety office, shall receive appropriate and relevant training on the AHERA.

SECTION 2. Annual Notice

The Superintendent or designee, in coordination with the University of Texas of the Permian Basin Environmental Health and Safety office shall send an annual notice to students, parents, guardians, and employees regarding the AHERA as required by law.

300.180 MUNICIPAL ORDINANCES

The advisory board (“Board”) of the UT Permian Basin STEM Academy adopts the following policy which shall be effective on the date that the policy is adopted by the Board.

SECTION 1. Compliance

The UT Permian Basin STEM Academy is not subject to municipal ordinances.

300.200 RISK MANAGEMENT POLICY

The UT Permian Basin STEM Academy strives to ensure that risks to the UT Permian Basin STEM Academy are identified, analyzed, and managed so that they are maintained at acceptable levels. The UT Permian Basin STEM Academy employees are responsible for ensuring the UT Permian Basin STEM Academy programs, activities, and policies are conducted in a manner that considers the risk of loss or injury.

<https://www.utpb.edu/services/presidents-office/internal-audit/audit-charter>