



STEPHEN F. AUSTIN STATE UNIVERSITY CHARTER SCHOOL

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***300: General School Operations SFA Charter Board Policy***

### **Module 300: General School Operations**

The General School Operations, Module 300, is the third module of the 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 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**

|                       |                                  |
|-----------------------|----------------------------------|
| C.F.R.                | Code of Federal Regulations      |
| Tex. Admin. Code      | Texas Administrative Code        |
| Tex. Bus. org. code   | Texas Business Organization Code |
| Tex. Educ. Code       | Texas Education Code             |
| Tex. Gov't Code       | Texas Government Code            |
| Tex. Labor Code       | Texas Labor Code                 |
| Tex. Local Gov't Code | Texas Local Government Code      |
| Tex. Rev. Civ. Stat.  | Texas Revised Civil Statutes     |
| U.S.C.A.              | United States Code Annotated     |

**300.020. SCHOOL YEAR AND ELIGIBILITY STATUS**

In keeping with the unique structure and educational mission of SFA CHARTER SCHOOL, the Board shall annually adopt one or more school calendars with fixed beginning and ending dates.

## **300.040. INSTRUCTIONAL FACILITIES**

### **SECTION 1. Right to Occupy Facilities**

The CEO/Principal or University official 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 SFA CHARTER SCHOOL is approved for a new facility site by the commissioner of education, before commencing operations, the CEO/PRINCIPAL or University official shall file a certificate of occupancy or its equivalent with the Texas Education Agency, Division of Charter Schools.

**300.060 CHARTER AMENDMENTS**

Before amending the terms of its charter, the CEO/Principal shall ensure that SFA CHARTER SCHOOL shall comply with all applicable regulations in regards to filing an amendment request with the Texas Education Agency.

**300.80. EMERGENCY MANAGEMENT PLAN**

The CEO/Principal, or the CEO/Principal's designee, shall implement the University emergency management plan and conduct any and all trainings and drills required by law and policy.

SFA CHARTER SCHOOL 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**

### **SECTION 1. Instructional Materials Allotment**

Section 1.1. Certification of Use. The use of SFA CHARTER SCHOOL'S instructional materials allotment ("IMA") shall comport with applicable law and regulation. The CEO/Principal, or designee, shall annually certify to the commissioner of education that SFA CHARTER SCHOOL'S IMA has been used solely for expenses allowed by law.

### **SECTION 2. Selection of Instructional Materials**

Section 2.1. Instructional Materials Selection. Instead of state textbook adoption, the SFA Charter School selects instructional materials aligned with its non-traditional, constructivist education program accompanied by appropriate direct instruction and emphasis on the Texas Essential Knowledge and Skills. Consideration is given to authentic literature and materials which focus on real world application in learning.

- a. Recommendation. The CEO/PRINCIPAL collaborates with SFA CHARTER SCHOOL instructional members to identify individual student needs, review research based materials, and recommend instructional materials for use by SFA CHARTER SCHOOL.
- b. Recommendation to the Board. The CEO/PRINCIPAL shall review instructional materials through the Charter Improvement Plan and make a recommendation to the Board for approval by SFA CHARTER SCHOOL.

Section 2.2. Board Adoption and Recording. The Board will consider the Charter Improvement Plan instructional materials recommendations in the Charter Improvement Plan at a scheduled Board meeting with approval by the Board, recorded in the board minutes.

Section 2.3. Supplemental Instructional Materials. If SFA CHARTER SCHOOL requisitions supplemental instructional materials, the CEO/PRINCIPAL, or CEO/PRINCIPAL's designee, shall ensure that SFA CHARTER SCHOOL certifies to the Texas Education Agency that the supplemental instructional materials, in combination with any other instructional materials or supplemental instructional materials used by SFA CHARTER SCHOOL, cover the essential knowledge and skills identified in law.

Section 2.4. Notification to SBOE. During the period established by the State Board of Education ("SBOE"), the CEO/PRINCIPAL, or CEO/PRINCIPAL's designee, shall notify the SBOE of the instructional materials selected as required by law.

Section 2.5. Annual Certification of Provision of Materials. Before the beginning of each school year, the CEO/PRINCIPAL, or CEO/PRINCIPAL's designee, shall certify to the SBOE and the commissioner of education that SFA CHARTER SCHOOL, 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 Purchasing**

Section 3.1. Instructional Materials Coordinator. The Board delegates to CEO/PRINCIPAL or CEO/PRINCIPAL's designee, the authority to purchase, distribute, and manage the inventory of instructional materials in a manner consistent with all laws and regulations.

Section 3.2. 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 SFA CHARTER

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.
- b. SFA CHARTER SCHOOL shall allow the student to use instructional materials and technological equipment during each school day.
- c. At the discretion of the CEO/PRINCIPAL, or CEO/PRINCIPAL's designee, SFA CHARTER SCHOOL may waive or reduce the required payment for a student who qualifies as economically disadvantaged.

Section 4.2. Employee. Employee use of instructional materials and technological equipment will follow university policy and procedures.

#### **SECTION 5. DISPOSAL PROCEDURES**

The CEO/PRINCIPAL shall ensure University policies and procedures are followed in regards to disposition discontinued printed instructional materials, electronic instructional materials, and technological equipment.



## **300.120. GRIEVANCE PROCESS**

### **SECTION 1. Complaint Procedures**

The Stephen F. Austin State University Charter Board (SFA Charter Board) encourages students and parents to discuss their concerns and complaints through informal conferences with the teacher, principal/CEO, or other appropriate employee.

Complaints should be addressed as soon as possible to allow early resolution at the lowest possible level. If an informal conference regarding a complaint fails to reach the outcome requested by the student or parent, he or she may initiate the formal process described below by timely filing a written complaint form.

Complaint forms may be obtained from the office of the CEO/PRINCIPAL and must be completed in all material respects. Complaint forms are to be filed with the CEO/PRINCIPAL within 15 days from the date of the event causing the complaint or within 15 school days of the date the parent/student first learned of the event. Untimely complaints will not be considered.

Within 15 days of receipt of the complaint, the Administrative Review Committee, composed of the CEO/PRINCIPAL, the Academic Coordinator and Campus Coordinator, will meet with the parent/student to discuss the complaint. A decision will not be made at the meeting, but will instead be issued in writing within 15 days of the meeting.

If the parent/student does not receive the relief requested from the Administrative Review Committee, the parent/student may appeal to the SFA Dean of Education. Likewise, failure to issue a decision timely will allow the parent/student to automatically appeal to the SFA Dean of Education. A Notice of Appeal form may be obtained from the office of the CEO/PRINCIPAL and must be filed with the CEO/PRINCIPAL within 15 days of receipt of the decision of the Administrative Review Committee. The Dean of Education will review the record on appeal and schedule a meeting with the parent/student within 15 days of receipt of the Notice of Appeal. No new evidence may be submitted by the parent/student, nor considered by the Dean. A decision will not be made at the meeting, but will instead be issued in writing within 15 days of the meeting.

If the parent/student does not receive the relief requested from the Dean of Education, the parent/student may appeal to the SFA Charter Board. Likewise, failure to issue a decision timely will allow the parent/student to automatically appeal to the SFA Charter Board. A Notice of Appeal form may be obtained from the office of the CEO/PRINCIPAL and must be filed with the CEO/PRINCIPAL within 15 days of receipt of the decision of the Dean of Education. The matter will be placed on the agenda at the next regularly scheduled meeting of the SFA Charter Board. The board members will review the record on appeal. No new evidence may be submitted by the parent/student, nor considered by the SFA Charter Board members. A decision will be announced at the meeting. The decision of the SFA Charter Board is final and may not be appealed.

A complaint against an CEO/Principal 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.

The failure of the Board to act on a complaint has the effect of upholding the CEO/Principal's decision.

If a complaint is based on subject matter controlled by university policy (i.e. discrimination, Title IX), university policy and procedure will control. This policy does not cover complaints filed by SFA CHARTER SCHOOL employees regarding a term or condition of their employment; such complaints will follow other SFA CHARTER SCHOOL or university policies and procedures.

### **300.140. MEDIA RELATIONS**

The SFA Charter Board 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 SFA CHARTER SCHOOL to be prepared to cooperate with media representatives and gain favorable media coverage.

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

SFA CHARTER SCHOOL shall comply with all laws and rules governing media relations.

#### **SECTION 2. Designation of Spokespersons for SFA CHARTER SCHOOL**

The CEO/Principal of University Marketing Communications will serve as the primary spokesperson with the media for SFA CHARTER SCHOOL on all matters of school interest unless otherwise reserved by the University Board of Regents.

#### **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 CEO/Principal of University Marketing Communications. Whenever possible, The CEO/Principal of University Marketing Communications shall contact the CEO/PRINCIPAL before a media visit.

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

### **SECTION 1. Compliance**

SFA CHARTER SCHOOL shall comply with all federal and state laws and regulations in regards to the Asbestos Hazard Emergency Response Act (“AHERA”). SFA CHARTER SCHOOL designates the University Director of Environmental Health and Safety, as the individual who will ensure such compliance.

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

The University Director of Environmental Health and Safety, shall send an annual notice to students, parents, guardians, and employees regarding the AHERA as required by law.

## **300.220. RISK MANAGEMENT POLICY**

### **SECTION 1. Risk Management Officer**

The CEO/PRINCIPAL will designate the University 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 SFA CHARTER SCHOOL.
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 CEO/PRINCIPAL, who will present those recommendations to the Board.

### **SECTION 2. General Liability Insurance**

SFA CHARTER SCHOOL shall participate in the University insurance program.