



**ki** charter  
every **change** has a story

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Module 300: *General School Operations Charter Board Policy*  
*Ki Charter*

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

### **SECTION 1. School Year**

The Board adopts the following dates as Ki Charter's school year: Aug 24, 2015- Jun 3, 2016

### **SECTION 2. Eligibility Status**

Ki Charter 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 Superintendent to immediately notify the commissioner of education.

### **300.040. INSTRUCTIONAL FACILITIES**

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

The Superintendent 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 Ki Charter is approved for a new facility site by the commissioner of education, before commencing operations, the Superintendent 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 Superintendent shall ensure that Ki Charter shall comply with all applicable regulations in regards to filing an amendment request with the Texas Education Agency.

**300.80. EMERGENCY MANAGEMENT PLAN**

The Superintendent, or the Superintendent's designee, shall develop and implement a multi-hazard emergency operations plan for use in Ki Charter'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 Ki Charter 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 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 Ki Charter’s instructional materials allotment (“IMA”) shall comport with applicable law and regulation. The Superintendent or designee shall annually certify to the commissioner of education that Ki Charter’s IMA has been used solely for expenses allowed by law.

Section 1.2. If the number of students attending Ki Charter will increase or decrease during the school year for which the IMA is provided, the Superintendent or 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 Ki Charter is entitled to receive an IMA.

#### SECTION 2. Selection of Instructional Materials

Section 1.1. Instructional Materials Selection Committee.

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

Section 1.2. Board Adoption and Recording. The Board will consider the committee’s recommendation for adoption at a scheduled Board meeting. If the Board chooses not to adopt any or part of the committee’s recommendation, the committee shall reconvene to determine alternate instructional materials for adoption. This process shall continue until the Board chooses to adopt all of the instructional materials recommended by the committee. Final selections of instructional materials adopted by the Board shall be recorded in the Board minutes.

Section 1.3. Supplemental Instructional Materials. If Ki Charter requisitions supplemental instructional materials, the Superintendent, or Superintendent’s designee, shall ensure that Ki Charter certifies to the Texas Education Agency that the supplemental instructional materials, in combination with any other instructional materials or supplemental instructional materials used by Ki Charter, cover the essential knowledge and skills identified in law.

Section 1.4. Notification to SBOE. Each year, during the period established by the State Board of Education (“SBOE”), the Superintendent or Superintendent’s designee shall notify the SBOE of the instructional materials selected for the following school year as required by law.

Section 1.5. TEA Report. By April 1st of each year, the Superintendent or Superintendent's designee shall transmit to the TEA a report listing the instructional materials selected for use at Ki Charter.

Section 1.6. Annual Certification of Provision of Materials. Before the beginning of each school year, the Superintendent or Superintendent's designee shall certify to the SBOE and the commissioner of education that Ki Charter, for each subject in the required curriculum and each grade level, provides instructional materials that cover all elements of the essential knowledge and skills adopted by the SBOE.

Section 1.7. Board Ratification of the Annual Certification. The certification shall be ratified by the Board in a public, noticed meeting and shall be submitted in a format approved by the commissioner of education.

## **SECTION 2. Handling and Requisition**

Section 2.1. Instructional Materials Coordinator. The Board delegates to the campus principal(s) the authority to requisition, distribute, and manage the inventory of instructional materials in a manner consistent with all laws and regulations.

Section 2.2. Requisitions. Ongoing throughout the year, Ki Charter shall requisition instructional materials using the online requisition program maintained by the commissioner of education.

Section 2.3. Inventory. Annually, the Instructional Materials Coordinator shall conduct a physical inventory of all currently adopted instructional materials. The results of the inventory shall be recorded in Ki Charter's files.

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

Section 3.1. Student. A student must return all instructional materials and/or technological equipment to the teacher at the end of the school year or when the student withdraws from school.

- a. A student who fails to return in an acceptable condition all instructional materials and technological equipment forfeits the right to free instructional materials and technological equipment until all instructional materials and technological equipment previously issued but not returned in an acceptable condition, are paid for by the student, student's parent, or student's guardian.
- b. Ki Charter shall allow the student to use instructional materials and technological equipment during each school day.
- c. At the discretion of the Superintendent, or Superintendent's designee, Ki Charter may waive or reduce the required payment for a student who is eligible for free or reduced price school meals.

Section 3.2. Employee. The Superintendent, or Superintendent'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 Ki Charter whereby the employee assumes financial responsibility for the electronic instructional material and/or technological equipment. Such agreement shall clearly inform the employee of the amount of the financial responsibility and advise the employee to consider obtaining appropriate insurance. The employee may not be required to agree to such an agreement as a condition of employment.

#### **SECTION 4. DISPOSAL PROCEDURES**

The Superintendent shall recommend procedures to the Board for how Ki Charter will dispose of discontinued printed instructional materials, electronic instructional materials, and technological equipment.

### **300.120. GRIEVANCE PROCESS**

This policy governs student and parent complaints, employee grievances, and citizen complaints.

For purposes of this policy, “days” means school calendar days.

With the exception of a complaint against a Superintendent, each complaint must initially be brought at the lowest level of review, at the Campus Principal Review level.

The Board encourages all complaints to be resolved at the lowest level possible.

#### **SECTION 1. Campus Principal Review of Complaint**

Where a Ki Charter employee, student, guardian of a student, or a member of the public has a complaint or concern regarding Ki Charter, 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 of Ki Charter. 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 the Superintendent’s designee shall respond to the complaint and issue a final decision in writing within 15 days of receipt of the written appeal.

#### **SECTION 3. Board of Directors Review of Complaint**

If the individual bringing the complaint is not satisfied with the Superintendent’s final decision, then the individual may appeal their complaint in writing to Ki Charter’s Board of Directors within 10 days of receiving the Superintendent’s final decision. The complaint shall be directed to the President of the Board, and shall include a copy of the written complaint to the Superintendent along with a copy of the Superintendent’s final decision. A copy of this appeal shall also be delivered to the Superintendent.

The President of the Board, at the next regular meeting of the Board, shall provide a copy of the complaint record to all board members. The Board's decision shall be decided on a review of the record developed at the Superintendent's level. Any action of the Board of Directors regarding the complaint shall be taken in compliance with the Texas Open Meeting Act.

[OR]

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

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.

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

### **300.140. MEDIA RELATIONS**

The governing body (“Board”) of Ki Charter 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 Ki Charter to be prepared to cooperate with media representatives and gain favorable media coverage.

#### **SECTION 1. COMPLIANCE**

Ki Charter shall comply with all laws and rules governing media relations.

#### **SECTION 2. Designation of Spokespersons for Ki Charter**

The Superintendent or the Superintendent’s designee will serve as the primary spokesperson with the media for Ki Charter on all matters of school interest, except that the Chair, or the Chair’s designee of the Board shall serve as the spokesperson for matters specifically involving the Board of Ki Charter.

#### **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 Superintendent, or the Superintendent’s designee. Whenever possible, the Superintendent or the Superintendent’s designee shall contact the school principal before a media visit.

**300.160. ASBESTOS HAZARD EMERGENCY RESPONSE ACT**

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

**SECTION 1. Compliance**

Ki Charter shall comply with all federal and state laws and regulations in regards to the Asbestos Hazard Emergency Response Act (“AHERA”). Ki Charter designates the Superintendent or the Superintendent’s designee as the individual who will ensure such compliance. The Superintendent shall receive appropriate and relevant training on the AHERA.

**SECTION 2. Annual Notice**

The Superintendent, or the Superintendent’s designee, shall send an annual notice to students, parents, guardians, and employees regarding the AHERA as required by law.

## 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, Ki Charter hereby notifies all parties of the availability of the Asbestos Management Plan for Ki Charter.

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 Ki Charter administrative building. If any interested parties would like to view the plan, contact the principal, assistant principal, or the Ki Charter 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 Ki Charter to comply with all federal and state regulations controlling asbestos in an effort to ensure students and employees a healthy and safe environment in which to learn and work.

**300.180. MUNICIPAL ORDINANCES**

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

**SECTION 1. Compliance**

Ki Charter shall comply with all applicable municipal ordinances. Ki Charter designates the Superintendent or the Superintendent’s designee as the individual who will ensure such compliance.

### **300.220. RISK MANAGEMENT POLICY**

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

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

The 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 Ki Charter.
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 Superintendent, who will present those recommendations to the Board.

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

Ki Charter 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 Ki Charter for acts or omissions committed by them in the good faith discharge of their official Ki Charter 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 Ki Charter'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.