# Module 300: School Operations

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TCSA Model Board Policy Series

300.020. School Year and Eligibility Status
MERIDIAN WORLD SCHOOL
INTRODUCTION

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Module 300: General School Operations

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300.020. SCHOOL YEAR AND ELIGIBILITY STATUS
The governing body (“Board”) of MERIDIAN WORLD SCHOOL 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 MERIDIAN WORLD SCHOOL’S school year: School will begin in August and May of each of. A detailed calendar will be posted online in advance.

SECTION 2. Eligibility Status
MERIDIAN WORLD SCHOOL 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 Head of School to immediately notify the commissioner of education.
TCSA Model Board Policy Series

300.040. Instructional Facilities

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300.040. INSTRUCTIONAL FACILITIES
The governing body ("Board") of MERIDIAN WORLD SCHOOL 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 Head of School 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 MERIDIAN WORLD SCHOOL is approved for a new facility site by the commissioner of education, before commencing operations, the Head of School shall file a certificate of occupancy or its equivalent with the Texas Education Agency, Division of Charter Schools.
TCSA Model Board Policy Series

300.060. Charter Amendments

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300.060 CHARTER AMENDMENTS
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Before amending the terms of its charter, the Head of School shall ensure that MERIDIAN WORLD SCHOOL shall comply with all applicable regulations in regards to filing an amendment request with the Texas Education Agency.
TCSA Model Board Policy Series

300.080. Emergency Management Plan

MERIDIAN WORLD SCHOOL
INTRODUCTION

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300.080. EMERGENCY MANAGEMENT PLAN

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

The Head of School, or the Head of School’s designee, shall develop and implement a multi-hazard emergency operations plan for use in MERIDIAN WORLD SCHOOL’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 MERIDIAN WORLD SCHOOL shall have a copy of the emergency management plan and all staff/personnel will be trained annually on the emergency procedures.
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300.100. Instructional Materials

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300.100. INSTRUCTIONAL MATERIALS

The governing body ("Board") of MERIDIAN WORLD SCHOOL 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 MERIDIAN WORLD SCHOOL’s instructional materials allotment (“IMA”) shall comport with applicable law and regulation. The Head of School, or Head of School’s designee, shall annually certify to the commissioner of education that MERIDIAN WORLD SCHOOL’s IMA has been used solely for expenses allowed by law.

SECTION 1.2. If the number of students attending MERIDIAN WORLD SCHOOL will increase or decrease during the school year for which the IMA is provided, The Head of School, or Head of School’s designee, shall ensure that a timely request is submitted to the commissioner of education requesting an adjustment in the number of students for which MERIDIAN WORLD SCHOOL is entitled to receive an IMA.

SECTION 2. Selection of Instructional Materials

SECTION 2.1. Instructional Materials Selection Committee.
   a. Appointment. The Head of School shall appoint an instructional materials selection committee to review and consider textbooks, as well as other instructional materials for adoption by MERIDIAN WORLD SCHOOL.
   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 MERIDIAN WORLD SCHOOL.

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 MERIDIAN WORLD SCHOOL requisitions supplemental instructional materials, the Head of School, or Head of School’s designee, shall ensure that MERIDIAN WORLD 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 MERIDIAN WORLD SCHOOL, cover the essential knowledge and skills identified in law.

SECTION 2.4. Notification to SBOE. Each year, during the period established by the State Board of Education (“SBOE”), the Head of School, or Head of School’s designee, shall notify the SBOE of the instructional materials selected for the following school year as required by law.
SECTION 2.5. **TEA Report.** By April 1st of each year, the Head of School, or Head of School’s designee, shall transmit to the TEA a report listing the instructional materials selected for use at MERIDIAN WORLD SCHOOL.

SECTION 2.6. **Annual Certification of Provision of Materials.** Before the beginning of each school year, the Head of School, or Head of School’s designee, shall certify to the SBOE and the commissioner of education that MERIDIAN WORLD 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 2.7. **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 3. **Handling and Requisition**

SECTION 3.1. **Instructional Materials Coordinator.** The Board delegates to the Textbook Coordinator 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, MERIDIAN WORLD SCHOOL 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 MERIDIAN WORLD 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. MERIDIAN WORLD SCHOOL shall allow the student to use instructional materials and technological equipment during each school day.

   c. At the discretion of the Head of School, or Head of School’s designee, MERIDIAN WORLD SCHOOL 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 Head of School, or Head of School’s designee, shall ensure that in consideration for 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 MERIDIAN WORLD SCHOOL 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 Head of School shall recommend procedures to the Board for how MERIDIAN WORLD SCHOOL will dispose of discontinued printed instructional materials, electronic instructional materials, and technological equipment.
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300.120. Grievance Process

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Module 300: General School Operations

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300.120. GRIEVANCE PROCESS

The governing body (“Board”) of MERIDIAN WORLD SCHOOL 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.

With the exception of a complaint against an Head of School, 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.

INFORMAL CONFLICT RESOLUTION

Participation in this informal resolution process shall be mandatory prior to the filing of a Written Complaint to Campus Principal. The Board expects that every reasonable effort shall be made to resolve a complaint at the formal level. At the informal resolution stage, there shall be an in-person meeting or telephone conference between the principal and the individual to discuss the possible complaint. The principal may obtain the assistance of other administrators in an effort to reach an informal resolution of the complaint. The principal shall have the right to unilaterally extend the time for filing a complaint in the event the principal is continuing the process of informal resolution of the complaint. If however, it appears that an informal resolution is not possible, the principal shall review this complaint policy with the parent and provide a copy of the complaint process.

SECTION 1. Campus Principal Review of Complaint

Where a(n) MERIDIAN WORLD SCHOOL employee, student, guardian of a student, or a member of the public has a complaint or concern regarding MERIDIAN WORLD SCHOOL, 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 compliant, 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. Head of School 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 Head of School of MERIDIAN WORLD SCHOOL. This written appeal shall be filed with the Head of School’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 Head of School, or the Head of School’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 Head of School’s final decision, then the individual may appeal their complaint in writing to MERIDIAN WORLD SCHOOL’s Board of Directors within 10 days of receiving the Head of School’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 Head of School along with a copy of the Head of School’s final decision. A copy of this appeal shall also be delivered to the Head of School.

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 Head of School’s level. Any action of the Board of Directors regarding the complaint shall be taken in compliance with the Texas Open Meeting Act.

A complaint against a Head of School 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 Head of School’s decision.
TCSA Model Board Policy Series

300.140. Media Relations

MERIDIAN WORLD SCHOOL
INTRODUCTION

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300.140. MEDIA RELATIONS
The governing body ("Board") of MERIDIAN WORLD SCHOOL 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 MERIDIAN WORLD SCHOOL to be prepared to cooperate with media representatives and gain favorable media coverage.

SECTION 1. COMPLIANCE
MERIDIAN WORLD SCHOOL shall comply with all laws and rules governing media relations.

SECTION 2. Designation of Spokespersons for MERIDIAN WORLD SCHOOL
The Head of School, or the Head of School’s designee, will serve as the primary spokesperson with the media for MERIDIAN WORLD SCHOOL on all matters of school interest, except that the President, or the President’s designee of the Board shall serve as the spokesperson for matters specifically involving the Board of MERIDIAN WORLD SCHOOL.

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 Head of School, or the Head of School’s designee. Whenever possible, The Head of School, or the Head of School’s designee, shall contact the school principal before a media visit.
TCSA Model Board Policy Series

300.160. Asbestos Hazard Emergency Response Act

MERIDIAN WORLD SCHOOL
INTRODUCTION

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300.160. ASBESTOS HAZARD EMERGENCY RESPONSE ACT
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SECTION 1. Compliance
MERIDIAN WORLD SCHOOL shall comply with all federal and state laws and regulations in regards to the Asbestos Hazard Emergency Response Act (“AHERA”). MERIDIAN WORLD SCHOOL designates the Head of School of the Head of School’s designee, as the individual who will ensure such compliance. The Head of School shall receive appropriate and relevant training on the AHERA.

SECTION 2. Annual Notice
Head of School of the Head of School’s designee, shall send an annual notice to students, parents, guardians, and employees regarding the AHERA as required by law.
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, MERIDIAN WORLD SCHOOL hereby notifies all parties of the availability of the Asbestos Management Plan for MERIDIAN WORLD SCHOOL.

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 MERIDIAN WORLD SCHOOL administrative building. If any interested parties would like to view the plan, contact the principal, assistant principal, or the MERIDIAN WORLD SCHOOL 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 MERIDIAN WORLD SCHOOL 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.
TCSA Model Board Policy Series

300.180. Municipal Ordinances

MERIDIAN WORLD SCHOOL
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300.180. MUNICIPAL ORDINANCES
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SECTION 1. Compliance
MERIDIAN WORLD SCHOOL shall comply with all applicable municipal ordinances. MERIDIAN WORLD SCHOOL designates the Head of School or the Head of School’s designee, as the individual who will ensure such compliance.
TCSA Model Board Policy Series

300.220. Immunities & Waiver (Risk Management Policy)

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

SECTION 1. Risk Management Officer
The Head of School 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 MERIDIAN WORLD 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 Head of School, who will present those recommendations to the Board.

SECTION 2. General Liability Insurance
MERIDIAN WORLD SCHOOL 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 MERIDIAN WORLD SCHOOL for acts or omissions committed by them in the good faith discharge of their official MERIDIAN WORLD SCHOOL 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 MERIDIAN WORLD 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.