



Board Policy Series

300 Series: General School Operations

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 modelboard policies designed to comply with these legal requirements.

Legal Abbreviations Used in the 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

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300.020. SCHOOL YEAR AND ELIGIBILITY STATUS

The governing body (“Board”) of LTTS Charter School Inc. dba Universal 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 Universal Academy’s school year: **TBD**

SECTION 2. Eligibility Status

Universal Academy 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 (“CEO”) to immediately notify the commissioner of education.

300.040. INSTRUCTIONAL FACILITIES

A. Right to Occupy Facilities

1. Throughout the term of the open-enrollment charter a charter holder shall have and maintain legally enforceable lease agreements, titles, or other legal instruments conferring on it the right to occupy and use one or more facilities suitable for classroom use as well as other instructional facilities described in the open-enrollment charter. The legal instrument must confer the right to occupy and use the facilities for the entire school year adopted by the charter school.

B. Occupancy Certificate

1. A charter holder shall comply with all state and local laws and ordinances applicable to the occupation and use of the facilities it occupies.
2. A charter holder shall not change the site of its instructional facilities or administrative offices from those listed in the charter without prior approval from the commissioner of education through an amendment to the open-enrollment charter.
3. When approved for a new site under (2), the charter holder shall, before commencing any operations at that site, file with the Texas Education Agency, Division of Charter Schools, a certificate of occupancy or an equivalent certificate appropriate for the proposed use of the facility at the new site.

[Tex. Admin. Code §100.1215.](#)

C. Use of Public Property

NOTE: Please reference Module 100: Financial Operations 2010, Section 100.280 Property, for the legal authority and charter board policy applicable to the use of public property

300.060. CHARTER AMENDMENTS

Charter amendments must be in writing and approved by the commissioner of education in writing.

A. Non-Substantive Amendments

1. Definition: Any change in the terms of the open-enrollment charter that is not a substantive amendment described under the Substantive Amendment subsection below.
2. A charter holder must first file with the charter division at TEA a notice clearly labeled “notice of non-substantive amendment”. This notice should include either the text and page reference, or an actual copy, of the current charter language to be changed. It must also include the proposed new text for the charter language.
3. Within 15 business days of receiving the notice, the commissioner of education may determine that the amendment will be processed under the processing methods for a substantive amendment. Without such action by the commissioner, the notice is effective after the 15th business day following the receipt of the notice by the TEA charter school division.

B. Substantive Amendments

1. Definition: Any changes to the terms of an open-enrollment charter that relate to:
 - a. Grade levels,
 - b. Maximum enrollment,
 - c. Geographic boundaries,
 - d. Approved sites,
 - e. School name,
 - f. Charter holder name,
 - g. Charter holder governance,
 - h. Articles of incorporation,
 - i. Corporate bylaws,
 - j. Management company,
 - k. Admission policy; or
 - l. Educational program of the school (i.e., educational philosophy, mission, curriculum models, whole-school designs that are inconsistent with those specified in the school’s charter.)

2. All substantive amendments must be approved by the commissioner of education.
3. A charter holder must first file with the charter division at TEA a request clearly labeled "charter amendment request". This notice should include either the text and page reference, or, an actual copy of the current charter language to be changed. It must also include the proposed new text for the charter language. The request must be made in or attached to a written resolution adopted by the charter holder's governing body and signed by the members voting in favor of the amendment request.
4. If an amendment receives conditional approval it is only effective once a written resolution, accepting all conditions and/or requirements, is adopted by the charter holder's governing body, signed by the board members voting in favor of there solution, and filed with TEA's charter school's division.
5. Expansion Amendment
 - a. An expansion amendment is a substantive amendment that allows a charter school to extend the grade levels it serves, add the site of an instructional facility, change its geographic boundaries, or increase its maximum allowable enrollment.
 - b. Expansion amendments must be filed with TEA by **February 1st** to be considered for the preceding school year.
6. New School Amendment
 - a. A new school amendment is an expansion amendment that permits a charter holder to establish an additional charter school under an existing open-enrollment charter pursuant to federal non-regulatory guidance in the Elementary and Secondary Education Act, Section 5202(d)(1). [*19 Tex. Admin. Code §100.103*](#)

300.80 EMERGENCY MANAGEMENT PLAN

The governing body (“Board”) of LTTS Charter School Inc. dba Universal Academy adopts the following policy which shall be effective on the date that the policy is adopted by the Board.

The Executive Director, or the Executive Director’s designee, shall develop and implement a multi-hazard emergency operation plan for use in Universal Academy’s facilities. The plan must provide for:

1. the mitigation, preparedness, response, and recovery in regard 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 Universal Academy shall have a copy of the emergency management plan and all staff/personnel will be trained annually on the emergency procedures.

Sec. 1. MULTI-HAZARD EMERGENCY OPERATIONS PLAN

a) General Plan Requirements

Universal Academy shall adopt and implement a multi-hazard emergency operations plan (MEOP) for use in Universal Academy’s facilities. The MEOP must address prevention, mitigation, preparedness, response, and recovery as defined by the Texas School Safety Center (TSSC) in conjunction with the governor’s office of homeland security and the Commissioner of Education. The MEOP must provide for:

1. Training in responding to an emergency for Universal Academy employees, including substitute teachers;
2. Measures to ensure Universal Academy 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 Universal Academy’s 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).

Education Code 37.108(a).

The MEOP shall also include:

1. A chain of command that designates the individual responsible for making final decisions during a disaster or emergency situation and identifies other individuals responsible for making those decisions if the designated person is unavailable;
2. Provisions that address physical and psychological safety for responding to a natural disaster, active shooter, and any other dangerous scenario identified by the Texas Education Agency (TEA) or TSSC;
3. Provisions for ensuring the safety of students in portable buildings;
4. Provisions for ensuring that students and Universal Academy personnel with disabilities are provided equal access to safety during a disaster or emergency situation;
5. Provisions for providing immediate notification to parents, guardians, and other persons standing in parental relation in circumstances involving a significant threat to the health or safety of students, including identification of the individual with responsibility for overseeing the notification;
6. Provisions for supporting the psychological safety of students, Universal Academy personnel, and the community during the response and recovery phase following a disaster or emergency situation that:
 - a. Are aligned with best practice-based programs and research-based practices recommended under Health & Safety Code 161.325;
 - b. Include strategies for ensuring any required professional development training for suicide prevention and grief-informed and trauma-informed care is provided to appropriate school personnel;
 - c. Include training on integrating psychological safety and suicide prevention strategies into the emergency operations plan, such as psychological first aid for schools training, from an approved list of recommended training established by the Commissioner and TSSC for (i) members of Universal Academy's school safety and security committee under Education Code 37.109; (ii) Universal Academy counselors and mental health professionals; and (iii) educators and other personnel as determined by Universal Academy;
 - d. Include strategies and procedures for integrating and supporting physical and psychological safety that align with the provisions described by in item (2) above; and
 - e. Implement trauma-informed policies;
7. A policy for providing a substitute teacher access to school campus buildings and materials necessary for the substitute teacher to carry out the duties of a Universal Academy employee during an emergency or a mandatory emergency drill;
8. The name of each individual on the school safety and security committee established under Education Code 37.109 and the date of each committee meeting during the preceding year;
9. Provisions for responding to a train derailment, but only if a school is located within 1,000 yards of a railroad track as measured from any point on Universal Academy's real property boundary line; and
10. Provisions for responding to an active shooter emergency.

Universal Academy may use any available community resources in developing the MEOP.

Education Code 37.108(d), (f)-(g).

b) MEOP Review

Universal Academy shall submit its MEOP to the TSSC upon request and as required with the TSSC review cycle developed under Education 37.2071(a).

i. Noncompliance Notification

The TSSC shall review the Universal Academy MEOP and verify that the plan meets the requirements of

Education Code 37.108 or provide Universal Academy with written notice describing the plan's deficiencies and stating that the deficiencies must be corrected and that Universal Academy must resubmit the revised plan to the TSSC.

If Universal Academy fails to submit its MEOP to the TSSC, the TSSC shall provide Universal Academy with written notice stating that Universal Academy has failed to submit a plan and must submit a plan for review and verification.

ii. Failure to Comply after Notice

If Universal Academy has not corrected plan deficiencies or has failed to submit a plan three months after the date of initial notification from the TSSC, the TSSC shall provide written notice to Universal Academy and the TEA that Universal Academy has not complied with the requirements and must comply immediately.

If Universal Academy has not corrected plan deficiencies or has failed to submit a plan six months after the date of initial notification, the TSSC shall provide written notice to Universal Academy stating that Universal Academy must hold a public hearing as outlined in Sec. 1-c below (Public Hearing due to Noncompliance), below.

c) Public Hearing due to Noncompliance

If Universal Academy receives notice of noncompliance for reasons identified under Education Code 37.207(e) or 37.2071(g), the Board shall hold a public hearing to notify the public of:

1. Universal Academy's failure to submit or correct deficiencies in a MEOP or report the results of a safety and security audit to the TSSC as required by law;
2. The dates during which Universal Academy has not been in compliance; and
3. The names of each Board member and the Superintendent serving in that capacity during the dates Universal Academy was not in compliance. Universal Academy shall provide this information in writing to each person at the hearing.

The Board shall give members of the public a reasonable opportunity to appear before the Board and to speak on the issue of Universal Academy's failure to submit or correct deficiencies in a MEOP. Universal Academy shall submit written confirmation to the TSSC that the public hearing was held.

Education Code 37.2071.

d) Disclosure of MEOP Documents

A document relating to the Universal Academy MEOP is subject to disclosure if the disclosure allows a person to:

1. Verify that Universal Academy has established a MEOP and determine the agencies involved in the development of the plan and the agencies coordinating with Universal Academy to respond to an emergency, including the DSHS, local emergency services agencies, law enforcement agencies, health departments, and fire departments;
2. Verify that the MEOP was reviewed within the last 12 months and determine the specific review dates;

3. Verify that the MEOP addresses the phases of emergency management plans under Education Code 37.108(a);
4. Verify that Universal Academy employees have been trained to respond to an emergency and determine the types of training, the number of employees trained, and the person conducting the training;
5. Verify that each campus has conducted mandatory emergency drills and exercises in accordance with the plan and determine the frequency of the drills;
6. To the extent required by law, verify that the MEOP has established a plan for responding to a train derailment;
7. Verify that Universal Academy has completed a safety and security audit and determine the date the audit was conducted, the person conducting the audit, and the date the audit results were presented to the Board;
8. Verify that Universal Academy has addressed any recommendations by the Board for improvement of the MEOP and determine Universal Academy's progress within the last 12 months; and
9. To the extent required by law, verify that Universal Academy has established a visitor policy and identify the provisions governing access to a school building or other school property.

Education Code 37.108(c-2).

e) Superintendent Duties

The Superintendent shall ensure updating of the MEOP and ongoing staff training.

Sec. 2. SAFETY AND SECURITY AUDIT

a) Audit Requirements

At least once every three years, Universal Academy shall conduct a safety and security audit of Universal Academy facilities. To the extent possible, Universal Academy shall follow safety audit and security audit procedures developed by the TSSC or a person included in the TSSC's registry of persons providing school safety or security consulting services.

The safety and security audit must certify that Universal Academy 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 TSSC, to the TSSC. The report provided to the TSSC must be signed by the Board and Superintendent.

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

b) Disclosure and Confidentiality

Except as provide 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).

Sec. 3. SAFETY AND SECURITY COMMITTEE

Universal Academy shall establish a school safety and security committee in accordance with guidelines

established by the TSSC.

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 Universal Academy is located;
2. One or more representatives of the local police department or sheriff's office;
3. One or more representatives of Universal Academy's 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 Universal Academy classroom teacher; and
8. Two parents or guardians of students enrolled in Universal Academy.

Education Code 37.109(a-1).

b) Committee Responsibilities

The school safety and security committee shall:

1. Participate on behalf of Universal Academy 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 TSSC, or a person included in the registry of persons established by the TSSC as providing school safety or security consulting services;
3. Provide Universal Academy 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 TSSC;
4. Review each report required to be submitted by Universal Academy to the TSSC to ensure that the report contains accurate and complete information regarding each campus, facility, or support service in accordance with criteria established by the TSSC; and
5. Consult with local law enforcement agencies on methods to increase law enforcement presence near school campuses.

Education Code 37.109(b).

c) 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).

Sec. 4. NOTICE OF ACTIVE THREAT EXERCISE

Before Universal Academy conducts an active threat exercise, including an active shooter simulation, Universal Academy shall ensure that adequate notice of the exercise is provided to students expected to participate in the exercise, the parents of those students, and staff likely to be part of the exercise, including information regarding:

1. The date on which the exercise will occur;
2. The content, form, and tone of the exercise; and
3. Whether the exercise will include a live simulation that mimics or appears to be an actual shooting incident.

Education Code 37.1141(a)(1). Universal Academy shall also ensure that:

1. The exercise is announced to students and faculty before the start of the exercise, including, if applicable, an announcement that the exercise will include a live simulation that mimics or appears to be an actual threat, such as a shooting incident.
2. First responder organizations that would likely respond in the event of a false report or alarm are notified regarding the exercise; and
3. A safe zone is created around the area in which the exercise will be conducted to keep out actual firearms, ammunition, and other weapons, other than firearms, ammunition, or other weapons carried by a peace officer, school resource officer, or school marshal or any other person authorized by the district to carry those items on school grounds.

Education Code 37.1141(a)(2)-(4). Universal Academy shall ensure that the content of any active threat exercise:

4. Is age appropriate and developmentally appropriate;
5. Has been developed by a team of school administrators, teachers, school-based mental health professionals, and law enforcement officers, with input from parents and students; and
6. Is designed to support the well-being of students who participate in the exercise before, during, and after the exercise is conducted.

Education Code 37.1141(a)(5). Universal Academy shall track data regarding the efficacy and impact of the exercise, including any feedback regarding the exercise from students, staff, or family members of students or staff and submit such data to the Texas School Safety Center. Education Code 37.1141(a)(6), (c).

Sec. 5. NOTIFICATION REGARDING BOMB THREAT OR TERRORISTIC THREAT

Upon receiving a bomb threat or terroristic threat relating to a campus or other Universal Academy facility at which students are present, Universal Academy 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.

Sec. 6. TRAUMATIC INJURY RESPONSE PROTOCOL

Universal Academy 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 Universal Academy 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 Universal Academy 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 Universal Academy personnel who may be reasonably expected to use a bleeding control station; and
4. Require Universal Academy to annually offer instruction on the use of a bleeding control station from school resource officer or other appropriate school personnel who has received appropriate training to students enrolled in grade seven or higher.

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 contain 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.

Sec. 7. AUTOMATED EXTERNAL DEFIBRILLATORS

a) Campus Availability

Universal Academy shall make available at each campus at least one automated external defibrillator (AED). A campus defibrillator must be readily available during any and all 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, Universal Academy, any and all athletic competition, shall make reasonable efforts to ensure that an AED is available at any and all athletic practice held at a Universal Academy campus. If Universal Academy is not able to make an AED available in such manner, Universal Academy shall determine the extent to which an AED must be available at any and all 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

Universal Academy, any and all athletic competition, shall determine the extent to which an AED must be available at any and all athletic competition held at a location other than a Universal Academy 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 Universal Academy.

d) Trained Staff

Universal Academy 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 Universal Academy students are present at the location.

e) AED Maintenance

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

Education Code 38.017.

Sec. 8. 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.

300.140. MEDIA RELATIONS

The governing body (“Board”) of LTTS Charter School Inc. dba Universal 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 Universal Academy to be prepared to cooperate with media representatives and gain favorable media coverage.

SECTION 1. Compliance

Universal Academy shall comply with all laws and rules governing media relations.

SECTION 2. Designation of Spokespersons for LTTS Charter School Inc. dba Universal Academy

The CEO or CEO’s designee will serve as the primary spokesperson with the media for Universal Academy 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 Universal 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 CEO or CEO’s designee. Whenever possible, the CEO or CEO’s designee, shall contact the school principal before a media visit.

300.160. ASBESTOS HAZARD EMERGENCY RESPONSE ACT

The governing body (“Board”) of LTTS Charter School Inc. dba Universal Academy adopts the following policy which shall be effective on the date that the policy is adopted by the Board.

SECTION 1. Compliance

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

SECTION 2. Annual Notice

The CEO or CEO’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, LTTS Charter School Inc. dba Universal Academy hereby notifies all parties of the availability of the Asbestos Management Plan for Universal Academy.

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 Universal Academy administrative building. If any interested parties would like to view the plan, contact the principal, assistant principal, or the Universal Academy 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 Universal Academy to comply with all federal and state regulations controlling asbestos 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 LTTS Charter School Inc. dba Universal Academy adopts the following policy which shall be effective on the date that the policy is adopted by the Board.

SECTION 1. Compliance

LTTS Charter School Inc. dba Universal Academy shall comply with all applicable municipal ordinances. Universal Academy designates the CEO or CEO's designee, as the individual who will ensure such compliance.

300.200. RISK MANAGEMENT POLICY

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

SECTION 1. Risk Management Officer

The CEO 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 Universal Academy.
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, who will present those recommendations to the Board.

SECTION 2. General Liability Insurance

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