



## **STUDENT AND PARENT HANDBOOK 2018-2019**

**Frank L. Madla Accelerated Collegiate Academy (ACA)  
Frank L. Madla Early College High School (ECHS)**

### **District**

Alfredo Segura Jr., CEO/Superintendent

### **School/ Campuses**

*Frank L. Madla Accelerated Collegiate Academy*

Dr. Monica Villarreal - School Principal

Deanna Sanchez – Assistant Principal

Norma Arshad - School Counselor

Frank L. Madla Early College High School

Jeffrey D. Flores - School Principal

Khalid Zakaria - Madla Academic Advisor/School Counselor

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Board President – Dr. Frank Madla III

Board Secretary – Imelda Davis

Board Treasurer – Sonia Flores

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NFPS School Counsel – Jeff Sprink

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Located at the Palo Alto College  
ALAMO COLLEGES

Dear Parents, Guardians and Students,

Welcome to school year 2018-2019. It is essential that parents and students read the Student and Parent Handbook, so we can work together to make our students successful.

The policies in this handbook serve as a framework of the expectations and procedures for the schools at NFPS. This handbook reflects the high expectations we have for our students. Quality education depends upon collaborative commitment. Parents play an essential role and it has been through parental collaboration that our school policies have been reviewed and refined.

New Frontiers Public Schools seek to enhance learning by supporting:

- A competent and caring staff who strives to teach by example;
- A creative, comprehensive, and effective curriculum;
- A safe, orderly, and stimulating environment; and
- An informed and collaborative community.

We are more than happy to answer any questions or concerns that you may have. We encourage your active involvement in your child's education. A strong partnership between home and school can greatly benefit your child as he/she grows and matures.

It is a pleasure to have you as a member of our family. We look forward to working with each and every one of you as we embrace the new school year, continue to build on a tradition of Madla Academic excellence and provide a positive learning experience.

Best wishes for a successful school year!

## INTRODUCTION

Welcome to the schools at New Frontiers Public Schools and thank you for making this your school of choice! This handbook has been designed to assist you and your child(ren) throughout the academic year. We encourage you to read the handbook thoroughly and discuss it with your child(ren), as it contains important information.

The Student and Parent Handbook includes contact information for the school's leadership team, general information, and specific school policies and procedures; which will contribute to the development of our community and the success of our school. The handbook also describes specific policies and procedures that promote appropriate conduct and ensure a safe learning environment.

The Student and Parent Handbook also includes a pledge, behavior contract, dress code, and publication page that **parents are required to sign and return to the school office by the end of the first week of school (see the last two pages of this handbook)**. By signing and returning these documents to the school, you and your child(ren) agree to uphold all policies and procedures enforced by New Frontiers Public School. **Should you have questions** that are not answered within the Student and Parent Handbook, **we encourage you to contact your school leadership** for further clarification.

At New Frontiers Public Schools, we recognize that educating children requires a team effort, and we look forward to joining you in this vital pursuit. Together we can accomplish our shared vision of excellence in education.

### **Mission**

New Frontiers Public Schools is dedicated to educating and growing our students and their character. By compassionately reaching out to people in our own community, we give students a sense of pride and purpose, inspiring them to become tomorrow's leaders.

### **Vision**

We are the school of choice in the minds of the people in our community and those that extend beyond it. To be recognized by the city at large as the institution that cares just as much about enriching the community as providing education excellence to our students.

### **Hours of Operation**

School business hours are 7:30 AM – 4:00 PM, Monday through Friday during the academic school year, excluding student holidays.

Breakfast is served in the K-8 classrooms beginning at 7:40 AM.

The cafeteria at the ECHS campus will be open from 7:15 – 7:50 AM to serve breakfast.

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## Section 1: Academics

### **Academic Monitoring**

#### **Grading Guidelines**

Kindergarten Standards Based Grading

Students in Kindergarten will be graded on their mastery of skills aligned with the Texas Essential Knowledge and Skills for kindergarten.

- 4 = Masters
- 3 = Meets
- 2 = Approaches
- 1 = Does Not Meet

1st -12th grade level achievements will be reported to parents as:

A = 90-100

B = 80-89

C = 75-79

D = 70-74

F = 0-69

#### **High School Grade Level Classification**

Students attending Frank L. Madla Early College High School (ECHS) will be automatically placed under the Foundations High School Program seeking an endorsement.t. All students may earn a Multidisciplinary endorsement. If a student is seeking an additional endorsement, they will need to conference with the counselor to ensure course availability and requirements can be met. Students have the opportunity to earn 5-10 credits per year. The following credits must be earned to be eligible for classification in these grade levels for students.

9th grade: 0-5.5 credits

10th grade: 6.0-11.5 credits

11th grade: 12-17.5 credits

12th grade: 18 plus credits

Distinguished Achievement High School Program with endorsements: 26 credits

All students are required to have a Personal Graduation Plan signed by the student and parent. The Graduation Plan will outline the courses being offered and monitor student progress toward graduation.

#### **English/ Language Arts (4 credits):**

- English I, II, ENGL 1301, ENGL 1302, ENGL 2322, ENGL 2323

#### **Speech (.5 credit):**

- SPCH 1311

#### **Mathematics (4 credits):**

- Algebra I, Geometry, Algebra II, and Math 1414

**Science (4 credits):**

- Biology, Chemistry, Physics, BIOL 1406, and BIOL 1407

**Social Studies (3 credits)**

- World Geography Studies or World History Studies, HIST 1301, HIST 1302, and GOVT 2305
- Economics (0.5 credits)

**Physical Education (1 credit)**

**Languages other than English (2 credits)**

- The credits must consist of any two levels in the same language

**Fine Arts (1 credit)**

**Electives (6 credits)**

- State Board of Education approved courses for grades 9-12 relating to the Texas Essential Knowledge and Skills (TEKS) and aligned with Associate of Arts Degree from Palo Alto College

**Total: 26 credits**

**Course Credit (Grade 9-12)**

A student in grades 9–12 will earn credit for a course only if the final grade is 70 or above a D in a college course. For a two-semester (1 credit) course, the student’s grades from both semesters will be averaged and full credit will be awarded if the combined average is 70 or above. Should the student’s combined average be less than 70, the student will be required to retake the semester in which he or she failed. Any student who does not pass a core course may be required to take summer school at their home district or any other district granting high school credit during the summer. Failure to attend summer school may result in a delay in the student’s graduation plan.

**Incomplete Grade Average (Grade 9-12)**

Students who do not complete the requirements of the course offered for high school credit at the high school due to emergency or absence will be given a grade of “I,” reflecting an incomplete grade and credit will not be awarded until student completes the course. The determination to give a student an “Incomplete” in a course is made by the teacher. Students who receive an “Incomplete” in an assignment will be given five school days to complete course requirements. After the five day period, student’s grades will be calculated to include missing assignments. All courses offered at the college for Dual Credit will follow the policies set forth by ACCD.

**End-of-Course (EOC) Assessments (Grades 9-12)**

Beginning with 9<sup>th</sup> graders in the 2011-2012 school year, and as modified by House Bill 5, End-of Course assessments (EOCs) are administered in the following courses:

- English I and II
- Algebra I

- Biology
- U.S. History

Satisfactory performance on the applicable assessments will be required for graduation. There are three testing windows during the year in which a student may take an EOC assessment, which will occur during the fall, spring, and summer months. If a student does not meet satisfactory performance, the student will have additional opportunities to retake the assessment.

**STAAR (State of Texas Assessments of Academic Readiness) for Students in Grades 3-12**

STAAR with accommodations and STAAR Alternate - 2, for students receiving special education services, will be available for all eligible students, as determined by the student's ARD, 504, LPAC or RTI committee.

**TSI (Texas Success Initiative) Assessment (ECHS)**

Prior to enrollment in a Texas public college or university, students must take a standardized test called the Texas Success Initiative (TSI) assessment. The purpose of the TSI assessment is to assess the reading, mathematics, and writing skills that entering freshmen-level college students should have if they are to perform effectively in undergraduate certificate or degree programs in Texas public colleges and universities. This assessment is required before a student enrolls in a dual-credit course offered through the district as well. Beginning in fall 2013, all Texas public colleges and universities will begin administering a new TSI assessment, which will assist as one of several factors in determining whether the student is considered ready to enroll.

**Finals (Grades 9-12)**

Students may be administered a final exam at the end of each semester. These finals will count toward student's final average for the term of the course and may affect the awarding of credit. The value of each final exam will be determined by the teacher and noted in their Course Syllabus.

**Benchmark Assessments (Grades 3-12)**

As a part of the district's efforts to review your child's progress throughout the year, NFPS will conduct benchmark assessments. Your child will be required to participate in these school wide efforts as if they were a state administered assessment such as STAAR.

**TEKS Resource System Unit Assessments (Grades 3-8)**

The TRS Unit Assessments will be calculated in the student's nine-week grade average in grades 3-8

**Grade Reporting and Progress Reports**

The ECHS utilizes the Learning Management Software, Schoology, for all high school grade reporting. College grades are accessible to the student via ACES. Students and parents will utilize this software to track student progress throughout the grading term. Midterm grades will be sent home at the midpoint of each semester. . Parents/Guardians will be provided access to Schoology by the front office. Student grades and progress reports will be accessible via Schoology. It is also highly encouraged to contact teachers via Schoology.

The Madla ACA progress reports are distributed after the end of each 3rd week and 6th week of the grading period. Progress reports are to inform the parent of their student's academic status.

State law provides that a test or course grade issued by a teacher cannot be changed unless the Board of Trustees determines that the grade was arbitrary, contains an error, or the teacher did not follow the District's guidelines. The Board's decision may not be appealed.

A student will be promoted only on the basis of academic achievement thus demonstrating proficiency in the subject matter of the course or grade level. To earn course credit, a student must receive a minimum grade of 70.

Student's Grade Point Averages (GPA) will be calculated at the end of each semester based on completed courses. All grades for which a student receives high school credit will be included in these calculations. This can include courses taken in middle school if high school credit was awarded.

### **Dual Credit and College Level Courses**

Course being taught by college faculty will be required only to submit final grades at the end of the semester. Dual credit courses which submit only letter grades will be converted using the following scale.

A-95

B-85

C-75

D-70

F-65

Students who receive a grade of a B or higher will receive an extra 10 points in the calculation of GPA for class rank purposes.

### **Honors Courses**

Honor courses taught at the high school will receive an extra 10 points in the calculation of GPA for class rank purposes.

### **Academic Good Standing (ECHS)**

Students must be in good academic standing in order to take college courses. To be in good academic standing, a student must be passing all core courses with which they are currently enrolled. Students must maintain attendance that will allow for eligibility of credits to be awarded. Students who are not in good standing may not be allowed to take college level courses.

### **Academic Warning, Probation, Dismissal ((ECHS)**

Grades will be reviewed by administration at the midterm and end of semester. Any student failing at midterm will be given an Academic Warning Letter. This letter is to inform parent that the student is in danger of not receiving course credit.

If a student is failing a course at the end of the semester, that student will be placed on Academic Probation. Terms of Academic Probation can include mandatory tutoring, weekly parent meetings, or other terms to be determined by administration at the school.

Any student who does not show adequate progress during period of Academic Probation will be recommended for Academic Dismissal. A meeting with parents, students, teachers, and administration will be conducted to consider student continuing the program.

### **Conferences with Teachers or Administrators**

We encourage all parents to conference with their student's teacher. Most teachers have a conference period during the day. Should the teacher's conference period not fit your schedule, we ask that you make other arrangements suitable for both parties. In the event that concerns have not been addressed by the teacher after several attempts, we encourage you to make an appointment with the front office to see our school leadership staff. The front office for the Madla ACA Campus may be contacted by dialing 210-533-3655. The front office of the ECHS may be contacted by dialing 210-486-3686.

Frank L. Madla Accelerate Collegiate Academy has 3 weeks reserved for student led conferences.

- Week of 10/22-26th
- Week of 01/14-18th
- Week of 04/01-5th

Frank L. Madla Early College High School has four specific dates reserved for parent conferences.

- September 21
- October 26
- 
- February 22
- March 29

Parents will be notified prior to schedule conferences.

College professors are prohibited to have contact with parents. Students will sign FERPA agreements to have grades released to high school and parents; however, professors will not discuss individual students with parents. If an issue should arise, please contact the Academic Advisor/School Counselor and they will meet with college faculty or staff.

### **Curriculum**

New Frontiers Public Schools uses the required Texas Essential of Knowledge and Skills (TEKS) as it forms the foundation for curriculum along with other specific programs as described below:

#### **English Language Arts, and Reading:**

Balanced literacy framework outlining instructional components, specified instructional strategies, a variety of required reading materials, and an assessment system. Writing instruction provided daily with instructional expectations for modeled, guided and independent writing.

#### **Mathematics:**

Emphasis on mathematics problem solving, making connections, reasoning, and communicating; all students learn and understand important mathematical concepts and processes. Mathematics instruction at all grade levels includes the use of manipulatives and technology as problem solving tools.

**Science:**

Emphasis on based instruction and hands on investigations by using the tools of Science to develop critical thinking and scientific problem-solving skills.

**Social Studies:**

Builds a foundation in history, geography, economics, government, citizenship, culture, science, technology and society.

**Physical Education:**

Emphasis on the components of wellness, which include fitness, self-esteem, nutrition and social health.

**Fine Arts**

Emphasis on the development of the fine arts discipline is integrated in the academic subjects as well as in Art and Music.

**Intervention/ Acceleration**

Ensures that students not mastering the Texas Essentials of Knowledge and Skills (TEKS) in a standard education setting are provided with interventions for remediation in Reading and Mathematics.

**Computers as an Instructional Tool**

Computers and the Internet are electronic tools to enhance student learning in all content areas. The purpose of using the Internet in our schools is to support research and education by providing access to unique resources and the opportunity to work collaboratively. Within the Student and Parent Handbook there is an Acceptable Use Policy that must be signed thus acknowledging understanding of the District's Electronic Communications Policy. All computer and Internet users must comply with this policy. Any and all violators of this policy will be administered disciplinary actions accordingly.

**Special Curriculum Programs**

**Aiding Students Who Have Learning Difficulties or Who Need Special Education or Section 504 Services**

For those students who are having difficulty in the regular classroom, all school districts and open enrollment charter schools must consider tutorial, compensatory, and other academic or behavior support services that are available to all students, including a process based on Response to Intervention (RtI). The implementation of RtI has the potential to have a positive impact on the ability of districts and charter schools to meet the needs of all struggling students. If a student is experiencing learning difficulties, his or her parent may contact the individual(s) listed below to learn about the school's overall general education referral or screening system for support services. This system links students to a variety of support options, including making a referral for a special education evaluation or for a Section 504 evaluation to determine if the student needs specific aids, accommodations, or services. A parent may request an evaluation for special education or Section 504 services at any time.

### **Special Education Referrals**

If a parent makes a written request for an initial evaluation for special education services to the director of special education services or an administrative employee of the school district or open enrollment charter school, the district or charter school must respond no later than 15 school days after receiving the request. At that time, the district or charter school must give the parent a prior written notice of whether it agrees to or refuses to evaluate the student, along with a copy of the *Notice of Procedural Safeguards*. If the school district or charter school agrees to evaluate the student, it must also give the parent the opportunity to give written consent for the evaluation.

If the district or charter school decides to evaluate the student, it must complete the student's initial evaluation and evaluation report no later than 45 school days from the day it receives a parent's written consent to evaluate the student. However, if the student is absent from school during the evaluation period for three or more school days, the evaluation period will be extended by the number of school days equal to the number of school days that the student is absent.

There is an exception to the 45-school-day timeline. If a district or charter school receives a parent's consent for the initial evaluation at least 35 but less than 45 school days before the last instructional day of the school year, it must complete the written report and provide a copy of the report to the parent by June 30 of that year. However, if the student is absent from school for three or more days during the evaluation period, the June 30th due date no longer applies. Instead, the general timeline of 45 school days plus extensions for absences of three or more days will apply.

Upon completing the evaluation, the district or charter school must give the parent a copy of the evaluation report at no cost.

Additional information regarding special education is available from the district or charter school in a companion document titled *Parent's Guide to the Admission, Review, and Dismissal Process*.

#### **Contact Person for Special Education Referrals:**

The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for special education services is:

Position: **Special Education Lead**

Address: **4018 S. Presa San Antonio, TX 78223**

Office Telephone: **(210) 533-3655**

#### **Section 504 Referrals:**

Each school district or charter school must have standards and procedures in place for the evaluation and placement of students in the district's or charter school's Section 504 program. Districts and charter schools must also implement a system of procedural safeguards that includes notice, an opportunity for a parent or guardian to examine relevant records, an impartial hearing with an opportunity for participation by the parent or guardian and representation by counsel, and a review procedure.

Contact Person for Section 504 Referrals:

The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for Section 504 services is:

Position: **504 Coordinator**

Address: **4018 S. Presa San Antonio, TX 78223**

Office Telephone: **(210) 533-3655**

Additional Information:

The following websites provide information and resources for students with disabilities and their families.

- [Legal Framework for the Child-Centered Special Education Process](#)
- [Partners Resource Network](#)
- [Special Education Information Center](#)
- [Texas Project First](#)

**Cómo ayudar a aquellos estudiantes que tienen dificultades de aprendizaje o precisan servicios de educación especial o de la Sección 504**

Para aquellos estudiantes que tienen dificultades en el salón de clases normal, todos los distritos escolares y las escuelas autónomas de inscripción abierta deben contemplar servicios de tutoría y compensatorios, y otros servicios de apoyo académico o conductual que estén disponibles para todos los estudiantes, incluido un proceso basado en la Respuesta a la Intervención (RtI). La implementación de la RtI tiene el potencial de impactar positivamente en la capacidad de los distritos y escuelas autónomas de satisfacer las necesidades de todos los estudiantes con problemas.

Si un estudiante está experimentando dificultades de aprendizaje, sus padres pueden comunicarse con la(s) persona(s) mencionada(s) más abajo para obtener información sobre el sistema general de remisión o control de la educación general de la escuela para los servicios de apoyo. Dicho sistema vincula a los estudiantes con una variedad de opciones de apoyo, entre las que se encuentra la remisión para que se realice una evaluación de educación especial o una evaluación de la Sección 504 con el fin de determinar si el estudiante necesita asistencia, adaptaciones o servicios específicos. Los padres pueden pedir una evaluación para los servicios de educación especial o de la Sección 504 en cualquier momento.

Remisiones de educación especial:

Si los padres solicitan, por escrito, al director de servicios de educación especial o a un empleado administrativo del distrito escolar o de la escuela autónoma de inscripción abierta que se realice una evaluación inicial para recibir servicios de educación especial, el distrito o la escuela autónoma deben responder dentro de los 15 días lectivos después de haber recibido la solicitud. En ese momento, el distrito o la escuela autónoma deben entregar a los padres notificación previa por escrito respecto de si están de acuerdo o no en evaluar al estudiante, además de enviarles una copia de la *Notificación de salvaguardas procesales*. Si el distrito escolar o la escuela autónoma están de acuerdo en evaluar al estudiante, también deben darles a los padres la oportunidad de prestar su consentimiento por escrito para la evaluación.

Si el distrito o la escuela autónoma deciden evaluar al estudiante, deben completar la evaluación inicial y el informe de la evaluación dentro de los 45 días lectivos posteriores al día en que reciban el consentimiento por escrito de los padres para evaluar al estudiante. Sin embargo, si el estudiante se ausenta de la escuela por tres días lectivos o más durante el período de evaluación, dicho período se extenderá la misma cantidad de días lectivos que el estudiante haya faltado.

Existe una excepción al plazo de 45 días lectivos. Si un distrito o una escuela autónoma reciben el consentimiento de los padres para la evaluación inicial entre los 35 y 45 días lectivos previos al último día de clases del año, deben completar el informe escrito y proporcionarles una copia del mismo a los padres, a más tardar, el 30 de junio de dicho año. No obstante, si el estudiante falta a la escuela tres días o más durante el período de evaluación, no se aplica la fecha límite del 30 de junio, sino que se aplica el plazo general de 45 días lectivos más prórrogas por ausencias de tres días o más.

Al completar la evaluación, el distrito o la escuela autónoma deben proporcionar a los padres una copia del informe de evaluación en forma gratuita.

Hay disponible información adicional sobre educación especial del distrito o la escuela autónoma en el documento complementario titulado *Guía para padres sobre el proceso de admisión, revisión y retiro*.

Persona de contacto para las remisiones de educación especial:

La persona designada para contactar en relación con las opciones para un estudiante que experimente dificultades de aprendizaje o en relación con una remisión a evaluación para recibir servicios de educación especial es:

Persona de contacto: **Special Education Coordinator**

Dirección : **4018 S. Presa San Antonio, TX 78223**

Número de teléfono: **(210) 533-3655**

Remisiones de la Sección 504:

Cada distrito escolar o escuela autónoma debe tener estándares y procedimientos en vigor para la evaluación y colocación de estudiantes en el programa de la Sección 504 del distrito o la escuela autónoma. Además, los distritos y las escuelas autónoma deben implementar un sistema de salvaguardas procesales que incluya una notificación, una oportunidad para que los padres o tutores examinen los registros relevantes, una audiencia imparcial en la que puedan participar los padres o tutores y en la que haya representación por parte de un abogado, y un procedimiento de revisión.

Persona de contacto para las remisiones de la Sección 504:

La persona designada para contactar en relación con las opciones para un estudiante que experimente dificultades de aprendizaje o en relación con una remisión a evaluación para recibir servicios de la Sección 504 es:

Persona de contacto: **504 Coordinator**

Dirección : **4018 S. Presa San Antonio, TX 78223**

Número de teléfono: **(210) 533-3655**

Información adicional:

Los siguientes sitios web ofrecen información y recursos para los estudiantes con discapacidades y sus familias.

- [Marco legal del proceso de educación especial centrado en el niño](#)
- [Red de colaboradores y recursos](#)

- Centro de Información de Educación Especial
- Texas Project First

**English as a Second Language (ESL) :** ESL is a program of instruction in Kindergarten through high school that uses the student's primary language as a tool for instruction while students learn English. Only students who have been identified as speaking little or no English and/or have not developed cognitive/academic language proficiency in English are offered this program.

**Dyslexia:** Students who are identified as having dyslexic tendencies through an endorsed assessment provided by the NFPS Dyslexia Program will receive specialized instruction.

## **GUIDANCE AND COUNSELING**

Madla ACA provides a comprehensive guidance program to meet our students' needs. The guidance program is designed to provide developmentally appropriate services to all students. The counselor responds individually or in small groups to as many students as possible who have problems which interfere with their success in school.

Parents are encouraged to be active participants in the school-based guidance program. As with other curriculum areas, they are informed of and invited to reinforce at home the skills learned in guidance lessons. Because they have primary responsibility for guiding their children's educational and career decision-making, planning and goal-setting, parents are provided information and consultation services in a timely manner as school activities are conducted. When their children have problems, it is essential that parents be involved in the efforts to find solutions to these problems. Parent notification of and consent for small group counseling services, for individual and specialized testing, and for referral to other services is required. Materials used in the guidance program are available for preview upon request during school hours. Conferences with counselors are encouraged for students, their parents, and teachers when assistance or guidance is needed

## **TITLE IX**

The Schools at New Frontiers constantly strives to provide a quality educational program to all students by preparing individuals to develop their fullest potential for living in our society. Instructional programs are provided to help meet the physical, intellectual, and emotional needs of students, and to provide opportunities that will give students a mastery of the basic skill of learning, thinking, and problem solving.

All students' needs shall be met without discrimination on the basis of sex. Students, parents, or any person who believes that a violation of Title IX prohibitions against discrimination and/or harassment on the basis of sex may have occurred will report such allegations to the principal for resolution. Complaints not resolved at the school level may be appealed to the Title IX Coordinator, School Counselor (NFPS complaints, 210-533-3655).

## **Homework**

Homework is an integral part of a child's learning process. Homework develops college ready study skills as well as responsibility and self-discipline. It will be assigned as reinforcement

work or as materials not completed in class. If the teacher gives an assignment, the student is expected to complete and return it to class on time and as specified under teacher instructions.

Parents can help to encourage proper completion of assignments by providing a specific time and place for study. In the case of absences, parents may request missed assignments, which they can pick up from the front office after arrangements have been made by calling the teacher directly during their conference period. Teachers need adequate time to gather and prepare assignments. Please contact the school to find out the place and time of day to collect your child's homework.

### **Other**

#### **Parents' Right to Know:**

A Local Education Agency and each campus receiving Title I, Part A funds must notify the parents of each student attending any Title I, Part A campus that the LEA will provide to the parents upon request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including, at a minimum, the following information: Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction. Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.

#### **Parent Notification Requirement**

Any campus that receives Title I, Part A funds must provide to each individual parent timely notice in the event that the parent's child has been assigned or has been taught for four or more consecutive weeks by a teacher who is not certified. The notice and information provided to parents must be in an understandable and uniform format and, to the extent practicable, provided in a language that the parents can understand. If you have any questions regarding the qualifications of your child's teacher(s) please contact the school Principal for further assistance.

#### **THE UNSAFE SCHOOL CHOICE OPTION (PL107-110 Section 9532)**

The Unsafe School Choice Option (USCO) [section 9532 of the Elementary and Secondary Education Act (ESEA) of 1965, as amended by the No Child Left Behind Act of 2001, requires that each state receiving ESEA funds establish and implement certain statewide policies. Such policies are to require that students attending a persistently dangerous public school or students who become victims of a violent criminal offense while in or on the grounds of a public school that they attend be allowed to attend a safe public school. In Texas, the USCO policy is designated the School Safety Choice Option (SSCO). If you have any questions regarding the "Unsafe School Choice Option" please contact the Principal for further assistance.

#### **Dual Credit Courses**

Dual Credit courses are courses that count for both high school and college credit. Dual credit courses may be taught at the high school by certified staff or courses may be held at the college, and taught by college professors.

Courses that are held on the college campus may contain a mix of both high school and traditional college students. Therefore, the subject matter of the course may be more complex and mature in nature and the expectation is that the student's behavior and performance will be equivalent to that of a college student.

While taking courses on the college campus students will be held to the rules of the professor academic department with regards to absences. Professor will determine if credit can be given if student has excessive absences. This information is generally given the first day of class in the syllabus. **Due to the nature of college courses, checking out students during the course of the day will be discouraged if a student is taking a college course at that time.**

Students who are in danger of failing a college course may withdraw from the course and return to the high school to take a course, however credit may not be awarded for the course they take at the high school. In order to seek a withdrawal from a college course(s), student must have 3 documented conferences with the professor. Students are permitted six course withdrawals through the completion of their four-year college degree. We highly discourage a student from using the withdrawal from a course unless absolutely necessary. Students who fail college level courses must be aware that all grades will be a part of their college transcript and may affect future college admissions or financial aid.

## **Section 2: Attendance**

### **Arrival and Departure Time**

#### **Grades K- 8**

Classes will start promptly at 8:00 AM. Students who arrive after 8:00 AM will be counted tardy.

School ends at 3:30 PM, Monday through Friday. All student(s) are expected to leave the school property by 5:00 PM unless accompanied by a parent and/ or guardian to address school business or if participating in a school-sponsored after school activity.

#### **High School**

The instructional day begins at 8:00 AM. Students who arrive after 8:00 AM will be counted tardy.

School will end at 3:55 PM on Monday – Friday.

#### **Early Release Days**

As scheduled by the school district, school will be dismissed at noon.

### **Student Drop Off and Pick-Up Procedures**

#### **Madla ACA**

Students must be picked up promptly at dismissal time. If parents are not able to pick up their child(ren) before then, arrangements must be made prior to dismissal with the school's After School Program and/or other outside extended day programs. Only students who are enrolled in the School's after-school program or extra-curricular are permitted on school grounds after dismissal without a parent and/or guardian. The office will make a reasonable effort to contact parent(s), legal guardian(s) and/or other authorized adults.

The school has a responsibility to contact the proper authority should a child(ren) not be picked up by 5:00 PM. NFPS understands that special circumstances may arise; in the event that this applies to you, contact the school immediately at 210-533-3655. If you're calling after 3:30 PM please contact your school principal on their cell phone 210-889-0074.

### **High School**

After school, teachers and staff participate in acceleration, tutoring, and meetings. Students not attending tutoring or school sponsored club event may be picked up at the high school. All students who take the shuttle service to Madla ACA campus must be off campus within 30 minutes of shuttle arrival and departure. Failure to comply will result in losing shuttle service privilege.

### **Absences**

Students must turn in written excuses for an absence to front office. Written excuses must contain the parent's signature and a parent's daytime telephone number.

### **Excused Absences**

- Illness (doctor's note required if more than 2 days)
- Death in the family (note from parent or legal guardian)
- Inclement weather, which would be dangerous to life or health of the child
- Legal quarantine (must provide documentation)
- Prior permission from the School Principal and consent from the legal guardian (only extreme emergencies will be considered)
- Partial day absence resulting from health care professionals (doctor appointments), only if the student returns to school on the same day of the appointment (doctor's note required).

In the event that extenuating circumstance requires the student be absent from school, the teacher(s), the school principal, and the student's parent or legal guardian may jointly develop an Authorized Absence Plan. The plan will define the length of the absence and the means by which the student will make-up the work he or she will miss. The plan must be approved by the School Principal prior to the absence.

### **Unexcused Absences**

If a student returns to school after an absence without a note of explanation from the parent, the School Automated System will call the parent to remind him/her to send a note the following day. If a note is not received within three (3) school days of the absence, the absence may be regarded as unexcused.

#### **Madla ACA**

Ten (10) consecutive absences may result in a forced withdrawal (this will be at the discretion of the school administration).

#### **ECHS**

Due to our block schedule, three (3) consecutive absences (full day and class) may result in forced withdrawal.

Parents must ensure that their child attends school each school day for the entire period the program of instruction is provided. When a student has three unexcused absences the parent will be contacted.

### **Obligation and Responsibility**

Parents are reminded that it is their legal obligation and responsibilities to make certain their child(ren) are in school. Violation of the Compulsory Attendance law (TEC Sec.25.085) is punishable by fines (TEC Sec.25.093 and 25.094). Below is the Texas Education Code status for your review:

#### Sec. 25.085. COMPULSORY SCHOOL ATTENDANCE

A child who is required to attend school under this section shall attend school each school day for the entire period the program of instruction is provided. Unless specifically exempted by Section 25.086, a child who is at least six years of age, or who is younger than six years of age and has previously been enrolled in first grade, and who has not yet reached the child's 18th birthday shall attend school. On enrollment in pre-kindergarten or kindergarten, a child shall attend school.

#### Sec. 25.086. EXEMPTIONS

A child is exempt from the requirements of compulsory school attendance if the child: has a physical or mental condition of a temporary and remediable nature that makes the child's attendance infeasible and holds a certificate from a qualified physician specifying the temporary condition, indicating the treatment prescribed to remedy the temporary condition, and covering the anticipated period of the child's absence from school for the purpose of receiving and recuperating from that remedial treatment.

#### Sec. 25.093 EXCUSED ABSENCES

A person required to attend school, including a person required to attend school under Section 25.085(e), may be excused for temporary absence resulting from any cause acceptable to the teacher, principal, or superintendent of the school in which the person is enrolled.

#### Sec. 25.093. PARENT CONTRIBUTING TO NONATTENDANCE

If a warning is issued as required by Section 25.095(a), the parent with criminal negligence fails to require the child to attend school as required by law, and the child has absences for the amount of time specified under Section 65.003(a), Family Code, the parent commits an offense. The attendance officer or other appropriate school official shall file a complaint against the parent in a justice court of any precinct in the county in which the parent resides or in which the school is located or in a municipal court of the municipality in which the parent resides or in which the school is located. An offense under Subsection (a) is a Class C misdemeanor. Each day the child remains out of school may constitute a separate offense. Two or more offenses under Subsection (a) may be consolidated and prosecuted in a single action. TEC Sec. 25.093.

#### Sec. 25.094. FAILURE TO ATTEND SCHOOL

An individual commits an offense if the individual:

- 1) is 12 years of age or older and younger than 18 years of age;
- 2) is required to attend school under Section 25.085; and

3) fails to attend school on 10 or more days or parts of days within a six-month period in the same school year or on three or more days or parts of days within a four-week period.

An offense under this section may be prosecuted in a justice court of any precinct in the county in which the school is located or in a municipal court in the municipality in which the individual resides or in which the school is located. Pursuant to an order of the county, justice, or municipal court based on an affidavit showing probable cause to believe that an individual has committed an offense under this section, a peace officer may take the individual into custody. TEC Sec. 25.094.

#### Sec. 25.095. WARNING NOTICES

A school district or open-enrollment charter school shall notify a student's parent in writing at the beginning of the school year that if the student is absent from school on ten (10) or more days or parts of days within a six-month period in the same school year or on three or more days or parts of days within a four-week period:

- 1) the student's parent is subject to prosecution under Section 25.093; and
- 2) the student is subject to referral to a truancy court for truant conduct under Section 65.003(a), Family Code.

A school district shall notify a student's parent if the student has been absent from school, without excuse under Section 25.087, on three (3) days or parts of days within a four-week period. The fact that a parent did not receive a notice under Subsection (a) or (b) does not create a defense to prosecution under Section 25.093 or 25.094. TEC Sec. 25.095.

#### **Attendance/ Truancy Intervention and Prevention Measures**

NFPS has developed a list of intervention and prevention measures to address those students with excessive absences or who have been classified as truant on our campus including:

- Student/ Parent Pledge Agreement found in this handbook
- Attendance Incentives
- Teacher/ Parent phone & in-person conference
- Administration/ Parent phone conference
- Attendance Committee meeting

A student shall not be given credit or a final grade for a class unless the student is in attendance 90 percent of the days the class is offered. A student in attendance for at least 75 percent but less than 90 percent of the days a class is offered may be given credit if the student completes a plan approved by the principal. Principal plan may include Saturday school. Saturday school shall be assigned for students who have 3 or more absences in a two week period.

Absences that count towards the "90 Percent Rule"

E – Excused Absence – Exemption: Medical-based excused absences with valid documentation

U – Unexcused Absence – Truancy, non-school activities and vacations

O – Out of School Suspension

ECHS students who exceed ten percent of the days any class is offered shall be denied credit.

Fall Semester = 79 days

- 5 absences per course (MWF)

Spring Semester = 85 days

- 5 absences per course (MWF)

### **Early Student Pick-Up**

Only authorized individuals who are listed on the student's information card will be allowed to pick-up students. Persons will be asked to show proper identification before students may be released. Authorized individuals must sign students out at the front office using the sign out log. Parents must wait in the front lobby for students to be released.

**Parents are encouraged to not check out students while students are in college courses; unless it is an emergency.**

### **Permission to Leave Campus**

If students plan to leave school during the day for a doctor's appointment, they must present a parental note to the Front Office BEFORE SCHOOL. The Secretary will write a dismissal slip for the student to leave class at the appropriate time. THE STUDENT IS REQUIRED TO COME TO THE ATTENDANCE OFFICE AND OFFICIALLY SIGN OUT BEFORE LEAVES CAMPUS. Parents may wait for students in the Front Office. If parents need to take their child out of school during the school day, they must PERSONALLY come to the Attendance Office to check the student out of school.

### **Parking**

#### **Parking Cars on Campus**

Due to the limited number of spaces and safety concerns only Junior and Senior students may apply to bring cars to school and park on campus. All operators must have an operator's license and abide by all school safety and parking regulations. Students must present proof of insurance for the vehicle they are driving. All vehicles will be registered through the campus administration. Upon arrival at school, cars are to be locked and students are to come IMMEDIATELY onto the campus. The parking lots are off limits during the school day. Students in the parking lot without permission from an administrator will be subject to disciplinary action. The ECHS is a closed campus and students are not permitted to leave during the school day. Students found in violation shall be required to turn in keys to the administration each morning for a period set by the administration.

### **Inclement Weather**

Consult your local weather/news station for school closings and early dismissals due to inclement weather. In the event that New Frontiers Public Schools is not mentioned by name, please listen to SAISD (San Antonio Independent School District) closings, as New Frontiers Public Schools will mirror their closing and early dismissals during inclement weather. Additionally, New Frontiers Public Schools will contact the primary and secondary contact numbers listed in the student records as well as post information on our website: [www.newfrontierspublicschools.org](http://www.newfrontierspublicschools.org).

## **Tardy**

### **Elementary and Middle School**

The tardy policy at the schools of NFPS has been established to minimize interruptions to the education process in each classroom. Instruction begins promptly at 8 AM and therefore it is critical that all students be prepared to begin at that time.

## **Effects of Tardiness & Absenteeism**

Excessive tardiness may result in the assignment of detention or Saturday school. Absence from class unavoidably affects the quality of a student's work, interferes with normal instructional procedures in the classroom and places additional demands on the teacher to provide remedial assistance. Therefore, regular attendance and punctuality are required of every student for each scheduled class.

In case of a long period of absences due to extended illness or injury, the campus principal should be contacted immediately by the parent of the student in order that arrangements may be made for continuance of academic work.

### **Saturday School**

Excessive tardies, absences, and failure to comply with Frank L. Madla Early College High School expectations may result in Saturday School. Saturday school is 10:00 am - 2:00 pm. Students may not arrive late or leave early. Failure to attend Saturday School will require a parent conference before student may return to school.

### **Section 3: General Information**

#### **Athletics, Fine Arts and Academic Competition**

New Frontiers Public Schools participates in athletic and academic leagues available to students in 6th through 8th grade. Parents/Guardians must attend a meeting prior to the season.

#### **No Pass, No Play**

New Frontiers Public Schools believes in high academic standards first before participating in any extracurricular activities. The school has adopted the No Pass, No Play policy. All students participating in extracurricular activities will need to adhere to this policy, NO EXCUSES, NO EXCEPTIONS.

Eligibility for extracurricular activities after first three (3) weeks: Students are eligible provided they begin the school year having been promoted to the next grade. Eligibility is maintained until the end of the first Progress Report and end of each three (3) weeks; and each reporting period thereafter. An ineligible student may NOT try out, practice or rehearse. The student may regain eligibility providing their progress reports reveal passing grades.

Grades will continue to be monitored after every Progress Report and at the end of each nine weeks grading period. All coaches and sponsors are responsible for obtaining official grades from the teachers.

- ❑ All students are eligible during a school holiday of a full calendar week or more. Upon dismissal for the December holiday, all students are eligible until classes resume in January.
- ❑ Students may not participate in practice or games if the student committed a student code of conduct infraction.

#### **Bicycles**

Students and adults who ride bicycles to school should park and lock them immediately after arriving at school. Students/ adults are expected to walk their bicycles on the school grounds. The school is not responsible for damages or loss of a bicycle.

In order to ensure a high degree of safety for persons playing on the campuses and to prevent unnecessary damage to the grounds, no wheeled vehicles or carriers of any kind, including bicycles, shall be permitted to operate on school campuses without authorized permission.

#### **Breakfast and Lunch**

NFPS participates in the FREE breakfast and lunch program for grades K – 8<sup>th</sup> grades under the National School Lunch and Breakfast program. Breakfast at the ECHS is free to all students but lunch is offered at \$2.75 or \$.40 for those who qualify for reduced lunch.

Students are prohibited from sharing food with other students to minimize the spread of contagious viruses and minimize the risk of allergic reaction. Students will practice good etiquette and clean-up skills during mealtimes.

In grades K-8, breakfast will be served at 7:40 AM in the classroom. In High School grades, breakfast will be served at 7:30 – 7:50 AM. Unfinished meals are not to be taken out of the

cafeteria at any time for any reason unless authorized by a school administrator. Parents will be notified if their child(ren) routinely arrives late for breakfast. Any outside food is prohibited if the student is eating lunch or breakfast from the cafeteria.

### **Lunch (Grades 9-12)**

There will be two (2) lunch periods. Students may leave the cafeteria at lunch, but they must remain in the courtyard area. Students are expected to properly dispose of trash and disposable items. Lunch periods are on the closed campus concept. Aside from a parent/guardian joining their son/daughter, non-students are not allowed on campus at lunch. A parent/guardian must have any extenuating circumstances outside of this cleared with school administration first. Students are not allowed to go into or near the parking lot at lunch or during the school day without the proper ID or administrator permission. Food brought to the students must be checked in at the front office by parent/guardian. Food delivery services are not permitted.

### **Change of Address**

The student, parent and/ or guardian must report change of address and telephone numbers to the main office, Frank L. Madla Accelerated Collegiate Academy, as soon as possible for the student's safety.

### **Check Acceptance Procedure**

For a check to be an acceptable form of payment, it must include the person's full and accurate name, address, telephone number, driver's license number and state. In the event a check is returned for non-payment, the face value may be recovered electronically along with a state allowed recovery fee. In the event the face amount and fee of your returned check is not recovered, checks will no longer be an acceptable form of payment. Alternative forms of payment may be used instead of a check payment. **All outstanding balances must be cleared before students are enrolled in college courses.**

### **Financial Obligations**

In order for a senior to participate in senior related activities including but not limited to prom, invitation distribution, cap and gown distribution, graduation rehearsal, and project graduation, the student must be in good standing financially with the campus and the school district. Seniors must clear all debts and obligations prior to these events. Debts and obligations could occur from club, class, or organization dues; spirit, fine arts, and athletic organization supplies and activities; uniforms; textbooks; fundraising events; and any other financial debt or obligation from school owned items checked out to the student. Underclassmen must clear all financial obligations at the end of the school year or during the summer before Prep Days in order to attend and participate. Please contact an administrator early to discuss a payment plan in case of financial hardships.

### **Textbooks**

Students may be issued a textbook for each high school subject they are taking if a textbook is needed or issued a personal log-in for online textbooks. The books are numbered, and it is the student's responsibility to take care of the books. Any lost or stolen books are the responsibility of the student. The books belong to the State of Texas and are loaned to the student. Students will not be issued a new book until any lost or stolen book is replaced by payment. Lost college

textbooks must be reimbursed to the campus. Student will not be able to enroll in upcoming semester until reimbursement is made.

### **Graduation**

The graduation ceremony is a school function and being such is part of the school year. The school year for a senior ends with the completion of the graduation ceremony. Therefore, a graduating senior who violates the Student Code of Conduct, and as a result is assigned to an alternative placement for a period of time that extends through the date of graduation, will not be permitted to participate in the graduation ceremony. Graduation is a solemn and dignified ceremony. Students should dress as if they are preparing to interview for an important job. Facial piercing (other than earrings) will not be tolerated. Students are expected to observe proper etiquette during the entire graduation ceremony. While they are on the stage and receiving diplomas, students must keep their hands at their sides at all times. The only time hands may be lifted is when students are receiving diplomas from school board members and shaking hands with the superintendent. Students who raise their hands above their waists for any reasons other than receiving the diplomas or shaking hands may be removed from the graduation ceremony. Students demonstrating any other behaviors that serve to lessen the dignity of the event may be removed from the graduation ceremony. All students are expected to demonstrate a high degree of maturity and behave appropriately. Don't cause embarrassment to yourselves, your parents, and your fellow classmates by being removed from this very special event.

### **Class Parties**

Madla ACA Class parties are at the discretion of the students' Homeroom Teachers and must comply with federal nutrition program guidelines. All food and drink items must be store bought according to the appropriate health code. Classes are limited to two parties per school year; parties are to be held at the last hour of the day.

### **Balloons, Flowers, and Celebrations**

Gifts of any kind will not be delivered to students. This includes corsages, flowers, or balloons. Students will not be allowed to carry balloons and large items from class to class, as these items may distract from the learning environment or cause congestion during passing periods. Furthermore, students should not bring birthday cakes or baked goods (cupcakes, brownies, muffins, etc.) or large bottles of soda or other drinks to share with other students because of the risk that a prohibited substance or allergy causing ingredient might be included in the food. Students are also not allowed to have loud, vocal celebrations that disrupt the school environment.

### **Confiscated Items (hats, caps, electronic devices, etc.)**

Confiscated items may be picked up in the Administration office. Any confiscated item (including headwear, cell phones, IPODS, etc.) may require a parent's presence for the item to be returned. The campus administration may hold the confiscated item, including cell phones, for three days on the second offense, and until the end of the semester on the third offense. Confiscated items may not be available for pickup until the end of the day on which they have been confiscated.

### **Complaints and Concerns of Parents or Students**

If you or your child have a complaint/ concern please contact the teacher either by phone, email, or Schoology. If the issue is not resolved to your satisfaction, please set up a meeting with the teacher. An appointment can be set up during the teacher's conference period or after school.

If your concern is not resolved, please contact the school's secretary and schedule an appointment with an administrator. If you need to meet with the school Principal *after you have met with the teacher*, please call to speak with any of our staff to set up a meeting. Please allow for a turnaround time for one business day.

### **Enrollment Requirements**

The following documents will be reviewed at enrollment of students:

- Parent/ guardian – photo ID
- Student's birth certificate
- Student's immunization records (up to date)
- Withdrawal documents (during the school year)
- Final Report Cards from transferring district
- Transfer documents

### **College Enrollment (Grade 9-12)**

Students attending Frank L. Madla Early College High School will be required to complete the application process for Palo Alto College. This will include creating a profile on ApplyTexas and maintaining access to that information. Students will be required to complete this application for each semester they plan on taking college courses. All students will be required to complete the following items:

- Ready, Set, Apply
- Completion of Pre-Assessment Activity
- TSI Assessment and/or alternative instrument(s) to qualify for the program and course selection;
- Are in good academic standing at the high school;
- Have the appropriate Bacterial Meningitis documents on file per our records.

**Failure to complete all items will result in students not being eligible to take college courses.**

### **Field Trips**

Field trips may be planned throughout the year for various academic enrichment and extracurricular purposes. Parents will receive advance notice of all such trips. A permission slip must be signed by a student's parent or legal guardian in order for the student to participate in a field trip. Students without signed permission slips will remain at the school.

Children who are not enrolled in the class may not accompany chaperones. All chaperones are required to have a criminal background check conducted by District Office two weeks prior to the field trip. Parents must pass the criminal background check in order to participate in the field trip as chaperones and must provide their own transportation.

All students and parents and/or legal guardians must follow rules and regulations of field trip protocol when representing New Frontiers Public Schools.

### **Emergency Drills and Evacuations**

The school will have at least one fire drill per month within the school hours. Specific signals and procedures have been established for all types of disaster drills and safety areas have been designated. Teachers are equipped with instructions and all drills will be practiced with students on a regular basis.

### **Hall Passes**

Madla ACA are expected to remain in class during the entire period. If it becomes necessary for a student to leave class, a hall pass must be obtained from the teacher excusing him or her. Students in the hall without a pass will be sent back to the room they left. If a child repetitively is caught without a hall pass, appropriate disciplinary action will be taken.

### **Money and Other Valuable Property**

Students are encouraged to leave all money and other valuable property at home. The school assumes no responsibility for the loss or theft of articles.

### **Prohibited Items**

Students may not bring candy, gum, toys, playing cards, or other non-school related items to school. The student assumes responsibility for any items brought from home. **TOY WEAPONS ARE STRICTLY PROHIBITED.** Portable Gaming Systems, MP3 players (i.e. IPOD/ music devices), headphones, virtual pets, skateboards, cameras of any kind, etc. are prohibited at the Madla ACA Campus during school hours. If these items are brought to school, they will be confiscated and given to the Principal.

Only the parents or legal guardians are allowed to pick up any confiscated items from Administration after second offense. Thereafter, confiscated items will be given back to the student on the last day of the school year. The school will not be responsible for the security of confiscated items. Habitual confiscation will result in behavior consequences. If a student chooses to bring prohibited items to school and later claims that someone “stole/ took” this prohibited item, the school will not be responsible or required to retrieve the missing, “stolen” item.

For a complete list of offenses and consequences, please review the Student Code of Conduct.

### **Cell Phone Policy**

Cell phone policies will be specific to instructors and classes. Students are also strictly prohibited from using their phones and other electronic devices as video cameras to film activities that have not been approved by campus administration. Filming on campus may be considered disruptive or prohibited and student could receive a disciplinary consequence

The use of personal cell phones during state administered exams will be subject to appropriate consequences as set forth in the Student Code of Conduct.

Confiscated cell phones may be picked up only by a parent/ guardian.

### **Withdrawal Procedures**

Parent/Guardian wishing to withdraw a student must complete a withdrawal form in the front office. After completing the form, the office personnel will schedule an appointment with a member of the administrative team for an exit interview. The new school is required to send a request for student records before any records are released. Either parent/ guardian may withdraw a student with the proper documentation provided to the school.

Students who withdraw from the high school will be required to turn in any identification card(s) issued either by the high school or college. Students who complete Apply Texas must be made aware that profiles created for the purposes of college enrollment will remain active even after leaving the school.

### **Visitor Identification**

To help ensure a safe and secure learning environment for your children, all visitors are required to present a valid form of identification upon sign-in at the school office and to wear a visitor's pass. Faculty and staff have been instructed to direct anyone not having a pass to report immediately to the main Madla ACA office in order to fulfill the proper visitor sign-in procedures.

Visitors must comply with all applicable district policies and procedures. All visitors are expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior will not be permitted. Parents/ Guardians are not allowed to walk to classrooms without an appointment with the teacher and must be escorted by a member of the leadership team. Upon exiting the campus, all visitors must turn in their visitor's badge to office personnel.

## **Section 4: Parent Involvement**

### **Title 1 Parental Involvement Policy**

#### **Statement of Purpose**

Our teachers and staff are committed to providing a quality educational program that will challenge all students to reach their full potential. We believe when teachers and parents work together, students succeed in school and throughout life. Parents play an extremely important role as children's first teachers. Their support for their children and for the school is critical to their children's success at every step along the way.

To ensure that basic skills and knowledge are taught, we will hold teachers accountable for effective teaching, hold students accountable for learning, and encourage parental involvement in their children's education. We will continually assess student growth in order to provide timely interventions and evaluate our instruction. Additionally, teachers and staff will work collaboratively with parents and our community in the development, evaluation and refinement of our Title 1 program.

#### **Annual Meeting for Title 1 Parents**

Madla ACA will organize an annual meeting during a public meeting scheduled in the fall semester. The staff will describe our Title 1 program and requirements as well as provide parents

with a copy of the Parent Involvement Plan. We will also discuss parent rights and how they may be involved in the program.

Classroom teachers will meet with parents during Open House. The teachers will describe our school curriculum and the Texas Essential Knowledge and Skills, identify grade appropriate proficiency levels students must achieve, and explain how student progress will be assessed.

Madla ACA staff will conduct parent involvement meetings at flexible times to encourage parent participation in our program. For example, parents will be invited to review our Parent Involvement Policy and Student-Parent-School Compact every two years and to participate in our PTO and school improvement activities.

Parents of participating students will be invited to all meetings in their native language (if possible) through letters, call-outs, and postings on our school website. The meetings will be conducted in English and Spanish when needed.

### **School-Parent Compact**

The responsibilities of the school, parents, and children in increasing student learning and achievement are identified in our Student/ Parent/ School Compact. Periodically, parents of participating children are invited to review the compact and make suggestions for revisions.

### **Types of Parental Involvement**

There are many ways in which parents can become involved with their children's education at home or in the classroom. Classroom teachers send home weekly newsletters/ folders that include information on the skills students will learn, the homework assignments students will complete and special classroom activities. We encourage parents to review the information sent home daily to help their children establish regular homework routines and reading time.

We also encourage parents to volunteer in their child's classroom on a regular basis or during special events. Parents learn about these opportunities through the school's website, teacher newsletters, teacher contact, call outs, and information posted on the marquee.

### **Matching Programs to the Needs of Our Community**

Each year, NFPS will assess the needs of parents and children in this community through a variety of measures such as questionnaire sent home to students and parents and public meetings where the community is invited to attend. The information gathered through the questionnaires and meetings will be summarized and distributed to building administrators and teachers. This information, along with parent input gathered during other meetings as well as parent-teacher conferences, will be used to tailor the NFPS Title 1 program to meet the needs of our community.

### **Madla ACA Staff-Parent Communication**

Madla ACA Parents will receive timely information on their children's progress through parent-teacher conferences, home visits, progress reports, report cards, and teacher phone calls. Parents may also monitor children's homework completion and current grade status through the online grade book system. Additionally, parents of children in kindergarten through third grade will be informed in writing of their children's progress in reading three times per year. Parents of

children in third through eighth grade will receive a report on their children's score on the spring Texas Assessment of Knowledge and Skills (STAAR) assessment.

Parent teacher conferences are officially held once per year but can be called any time the parent or teacher feels that communication is warranted. Conferences are scheduled during the day and in the evening in order to accommodate parents' schedules. Spanish translators are provided to facilitate communication between teachers and parents. Parents are encouraged to take the initiative in calling their children's teachers when they are concerned about a problem. They may also call the school office and ask for a conference. As much as possible, notices will be sent home in English and Spanish.

### **Evaluation**

Parents of participating children are invited to participate on our Campus Improvement Plan Committee (CIP). The NFPS CIP will review our school data, evaluate school progress, and identify annual school improvement goals. Parent input will become a part of the program evaluation.

### **Madla ACA Parent Conferences**

Formal parent/ teacher conferences are scheduled throughout the year to facilitate open communication between parents and teachers regarding student's progress. These conferences may occur at scheduled times through appointments, academic Nights, Open Houses or at the request of the Principal.

Informal conferences may be scheduled with teachers or school leaders throughout the year. Parents requesting a classroom visit can schedule an appointment with the teacher or through the front office.

### **Parent Portal**

K-8 Parents will be able to access the Parent Portal using the computers located at our Parent Center. Parents may check their student's grades, email teachers and conduct research using the World Wide Web. Parents are to be considerate of others and limit their time usage when others are waiting.

### **Volunteering**

Parents are encouraged to participate in school-related activities, including those pertaining to curriculum and instruction, such as tutoring and storytelling. Volunteers may also be involved in monitoring the playground and assisting with school events. In addition, parents are encouraged to contribute their time and talents to organizing extracurricular activities and community outreach projects.

All individuals interested in volunteering at New Frontiers Public Schools must complete a volunteer application and clear a thorough criminal background check. The school principal reserves the right to relieve any volunteer(s) of his/ her duties and responsibilities. For more information on how you might be able to volunteer on our campus, please contact Madla ACA at 210-533-3655 and Madla ECHS at 210-486-3686

## **Section 5: Communications**

### **Campus Communications**

NFPS strives to communicate with parents and guardians through various channels to ensure messages are received and understood. Materials are provided in both English and Spanish when possible. Ways NFPS communicates are:

- School messenger (automated voice mail)
- Written communication delivered through classroom handouts
- Public meetings (such as Board meetings, Town Halls, and Principal's coffee)
- District website
- REMIND
- Social Media
- Local community newspapers and TV news
- Schoology

### **Messages and Deliveries**

Messages will not be delivered to students during instruction time. In case of an emergency the student will receive the message as soon as possible. Deliveries such as flowers/ balloons will NOT be accepted/ distributed during school hours.

### **Publications and Solicitations**

Publications, solicitation and/ or advertising may not be produced or distributed on school premises without proper authorization from District office. A written request must be submitted two weeks prior to District office if request is to be considered. District Office will give all necessary parties a response within five (5) working days.

## Section 6: Dress Code

### Madla ACA School Uniforms

A higher standard of dress encourages better behavior and greater self-respect in individual students and peers. The guidelines listed below indicate acceptable school attire.

New Frontiers Public Schools reserves the right to interpret these guidelines and/or make changes during the school year. The school also reserves the right to administer disciplinary consequences to students who do not comply with dress code guidelines.

- **SHIRTS** – Frank L. Madla ACA burgundy polo shirt with emblem.
- **PANTS** – Jeans and dress pants allowed. Leggings are appropriate through 5<sup>th</sup> grade only.
- **JACKETS** – No pullovers and hoodie sweatshirts are to be worn during school, EXCEPT for the Frank L. Madla ACA hooded sweatshirt.
- **SKIRTS/JUMPERS OR SKORTS** – Khaki, black or jeans can be worn. Must be two inches above the knee or longer. Polo shirt must be worn under jumper.
- **SHORTS** – Khaki, black or blue jean knee length or two inches above the knee. Shorts must be worn at the waist. No cargo pants, pajamas, sweat suit pants, or athletic shorts.
- **SHOES OR SNEAKERS** – Students are required to wear closed-toed shoes. No boots can be worn over the pants. Steel toed boots, high heels, cleats, shoes with wheels, flip-flops, sandals and/or backless sandals are not allowed.

### DRESS CODE VIOLATIONS

Dress code questions or concerns should be addressed with a member of the administrative team. The school leadership team reserves the right to ask students to remove jacket and/or hooded sweatshirt in hot weather. If a parent questions the child's attire before coming to school, please consult with an administrator before leaving your child at school for the day.

Administration also reserves the right to stop any dress pattern that may be mistaken for gang affiliation.

### ENFORCEMENT

Frank L. Madla ACA will strive to achieve full compliance through the use of positive reinforcement measures and will resort to disciplinary action only when positive measures and supports fail to assure compliance. No student will be considered non-compliant with the uniform policy in the following instances:

- When a school sporting event, field trip or other school event may require specialized clothing, appropriate attire is required.
- When the student's parent or guardian has secured an exemption from the school policy for health considerations.

### NOT IN COMPLIANCE

**FIRST OCCURANCE** – A call will be made to the parent/guardian to bring in appropriate clothing. A letter will be sent home reinforcing the uniform policy.

**SECOND OCCURANCE** – Call home to have parent or guardian bring in appropriate clothing and remind them that the student must adhere to the school uniform policy. Student will receive detention (lunch, before or after school).

**THIRD OCCURANCE** – Parent or guardian is contacted and will need to pay the school \$9.25 for uniform polo shirt that will be given to student. Student will receive detention (lunch, before or after school).

### **Frank L. Madla Early College High School Students**

The high school has a dress and grooming code for the following reasons:

- ❑ To create an atmosphere conducive to learning and to minimize disruptions due to personal appearance, conduct, grooming and hygiene, and attire;
- ❑ To foster an attitude of respect for authority, and to prepare students to enter the workplace which often has rules regarding dress, conduct, and appearance; and
- ❑ To ensure that the conduct and grooming of students who represent the school in extracurricular activities create a favorable impression for the school and the community
- ❑ All students attending Frank L. Madla Early College High School must wear an identification card at all times.

Students are expected to dress and groom in a manner appropriate for a public school educational environment because we believe that doing so will prepare the students for success.

- ❑ All students are allowed to wear any slacks, shorts or jeans as long as they do not fall under the examples provided below of “inappropriate and/or unacceptable dress.”
- ❑ School administrators and teachers will consistently determine whether the student’s dress and grooming distracts or otherwise interferes with the educational process.
- ❑ A student may be asked to call a parent to bring appropriate clothing or return home to change clothes.
- ❑ Class time lost due to violations of the dress code will be counted as an unexcused absence.

### **Inappropriate and/or Unacceptable Dress and Grooming for all Students**

Examples include, but are not limited to the following:

#### **Oversized clothing**

Oversized clothing of any type is prohibited. Sagging or baggy pants are prohibited; pants must be worn at waist level. Extra-long belts are prohibited; belts must be tucked into the belt loops and not hang down.

#### **Shorts and Skirts**

- ❑ The wearing of shorts is allowed as long as they are not more than three inches above the knee
- ❑ Cutoff shorts, sagging shorts, oversized jams, spandex shorts, “Daisy Dukes” or other tightly fitted shorts are prohibited for everyone
- ❑ Skirts are to be loose fitting and not higher than three inches above the knee

#### **Shirts and Tops**

The following types of clothing are prohibited: (tops must fully cover the torso)

- ❑ Tank tops,

- ❑ Halter tops,
- ❑ Muscle shirts,
- ❑ Net (see through) tops,
- ❑ Low cut/ revealing tops,
- ❑ Tops that do not cover the midriff, strapless tops and narrow strapped tops,
- ❑ Clothes with violent, vulgar, lewd, offensive or obscene language or graphics,
- ❑ Clothing with wording which may be construed as having double meaning for obscenities or vulgarities,
- ❑ Low back or backless blouses,
- ❑ Blouses or tops with low or large arm holes,
- ❑ Tops which advertise tobacco products, alcoholic beverages, drugs, or any other substance.
- ❑ Excessively tight, transparent or revealing clothing is not permitted. Undergarments must not show in any way.

### **Leisure Clothing**

- ❑ Flip-flops or sandals which resemble flip-flops as well as house shoes or beach-wear articles are prohibited.
- ❑ No pajama pants.

### **Earrings, Jewelry, Body Piercing and Accessories**

- ❑ Gauges, spiked or pointed earrings are prohibited and must be replaced with studs.

### **Other Prohibited Clothing and/ or Articles**

- ❑ Bandanas of any color are prohibited. Students will not place bandanas in their pockets, wrist, neck, or head as a display of “color”
- ❑ Sunglasses, unless prescriptive, are prohibited
- ❑ Steel-toed footwear is prohibited
- ❑ Bare feet are prohibited, no flip-flops or shoe that resembles flip flops are permitted
- ❑ Any clothing item, accessory or any other article which the principal or his/her designee determines to be gang-related, disruptive to the educational process or interfering with the educational process is prohibited

### **Tattoos**

- ❑ Tattoos that are deemed offensive, distracting, or otherwise inappropriate by the school officials are prohibited
- ❑ Tattoos that are visible and deemed inappropriate must be covered

### **Contacts Lenses**

Only prescribed contacts lenses will be allowed. Contacts must be natural eye colors (blue, brown, black, and green) and are not to be shared with anyone. Absolutely NO wild design contacts will be allowed on campus (e.g., “cat eye” contacts).

### **Hair**

Students must keep hair clean, neat and out of their eyes. Students should refrain from wearing hair that may be determined to be distracting to the instructional environment.  
(No bandanas)

### **Makeup**

NFPS administration reserves the right to make judgment on what constitutes inappropriate makeup. Students addressed will be asked to remove the makeup before returning to class. Some examples of inappropriate makeup are eyebrow pencil liner, dark colored lipsticks, and excessively dark eye shadows and liners.

### **Jewelry**

Jewelry should not be inappropriate or distracting to the educational environment. Facial piercing, and gauges are not permitted. These guidelines are for boys and girls. Necklaces should not carry inappropriate symbols such as drug and/or weapon designs. All necklaces should be worn inside uniform at all times.

### **Shoes**

Students are required to wear closed-toed shoes. No boots can be worn over the pants. Steel toed boots, high heels, cleats, shoe with wheels, , flip-flops, sandals and/or backless sandals are not allowed. All shoes that are made with laces must be worn with laces.

### **Belts**

Students must wear a belt if there are belt loops (belt loops may not be removed) on their shorts, skirts, or pants. Belts may not have extravagant belt buckles with inappropriate designs such as skulls, drug and/or weapon symbols.

### **Dress Code Violations are**

- Dangling chains or wallets
- Rosaries
- Body writing/ tattoos
- Body piercing
- Bandanas
- Gang attire
- No safety pins on uniform
- No jewelry, bracelets or accessories with inappropriate language or symbols
- Graffiti writing on backpacks, binders or other school material

Dress code questions or concerns should be addressed with a member of the administrative team. The school leadership team reserves the right to ask students to remove jacket and/or hoodies in hot weather. If a parent questions the child's attire before coming to school, please consult with an administrator before leaving your child at school for the day.

### **ECHS Dress and Grooming Code Application**

- The dress and grooming code will apply to all regular Frank L. Madla Early College High School projects in school, and also apply to all school-related activities, school programs, summer academies, field trips, extra-curricular and co-curricular activities.

### **ECHS Consequences of Dress and Grooming Violations**

- Students will be required to phone parents at work or at home and request that additional clothing be brought to school
- Further violations may result in suspension

**I.D. Cards**

Upon enrollment, all students will be issued a Frank L. Madla Early College High School student identification card. The first card is issued free of charge. Lost or stolen cards will be replaced for a \$5.00 fee. Students are to wear their school I.D. card on a lanyard around their neck while on campus and to all campus events. Failure to comply will result in Saturday school.

## **Section 7: Health Information**

### **Nurse**

New Frontiers Public Schools has the services of an on-site nurse to assist students who are ill or injured. The School Nurse may be reached at 210-533-3655, ext. 3209.

It is important for the parent to fill out the School Nurse Emergency Contact Information Sheet completely and return it to school. In case of emergency, the parent/ guardian signature gives the school permission to have the student transported to the hospital if needed when parent/ guardian cannot be reached. Please update this information as needed.

### **Accidents**

Students must receive a Nurse's Pass from the teacher in order to see the nurse. The School Nurse or a trained staff member will administer initial treatments for all minor injuries, whether student or adult. In the event of a student accident, the student's emergency contact will be notified by phone if the severity of the injury warrants such action. Therefore it is crucial that the school has working phone numbers for parents and/ or alternate contacts.

An incident report will also be submitted to the school nurse for documentation purposes and a copy will be given to the parent or guardian if requested. In the event of an adult accident the adult will be seen by the nurse, if available. If any injury is severe, the school will contact emergency services.

### **General Health Procedures**

All students must comply with Texas State Laws regarding immunizations. He/ she must submit proof of current (up-to-date) immunization records to the school nurse before the child can be accepted into the classroom, NO EXCEPTIONS. All records will be placed in your child's permanent health record.

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. Parents of a student with a communicable disease should contact the school nurse or principal so that other students who might have been exposed to the disease can be alerted. These as well as other illness will warrant sending a student home:

- A temperature of 100 degrees or greater (may not return for 24 hours)
- Vomiting
- Diarrhea
- Suspicious rash
- Discoloration of eyes

A student may remain in the nurse's office for observation unless the child exhibits a contagious condition. If this is the case for your child, you will immediately be contacted to pick up and remove your child from campus for safety reasons as applicable by law, until the child is no longer contagious.

### **Medication and Health**

Medication may be administered at school with a parent/ guardian's written permission. Medication must be in original bottles and properly labeled. The medication permission form

must be completed and signed by a parent/ guardian for each medication that is to be administered at school, including over the counter medications.

Any medications that need to be given for more than two weeks must be accompanied by a physician request for administration of medicine or special procedure by school personnel form and the medication permission form signed by a parent/ guardian. Medication that is to be given mid-day may be dispensed by the nurse as long as a physician's note accompanies the medication with such instructions.

### **Immunity from Liability**

New Frontiers Public Schools, the Board, and its employees shall be immune from liability for bodily injuries, damages or injuries resulting from the administration of medication, and property damage sustained by students and visitors to our facility.

### **Asthma and Allergy Action Plans**

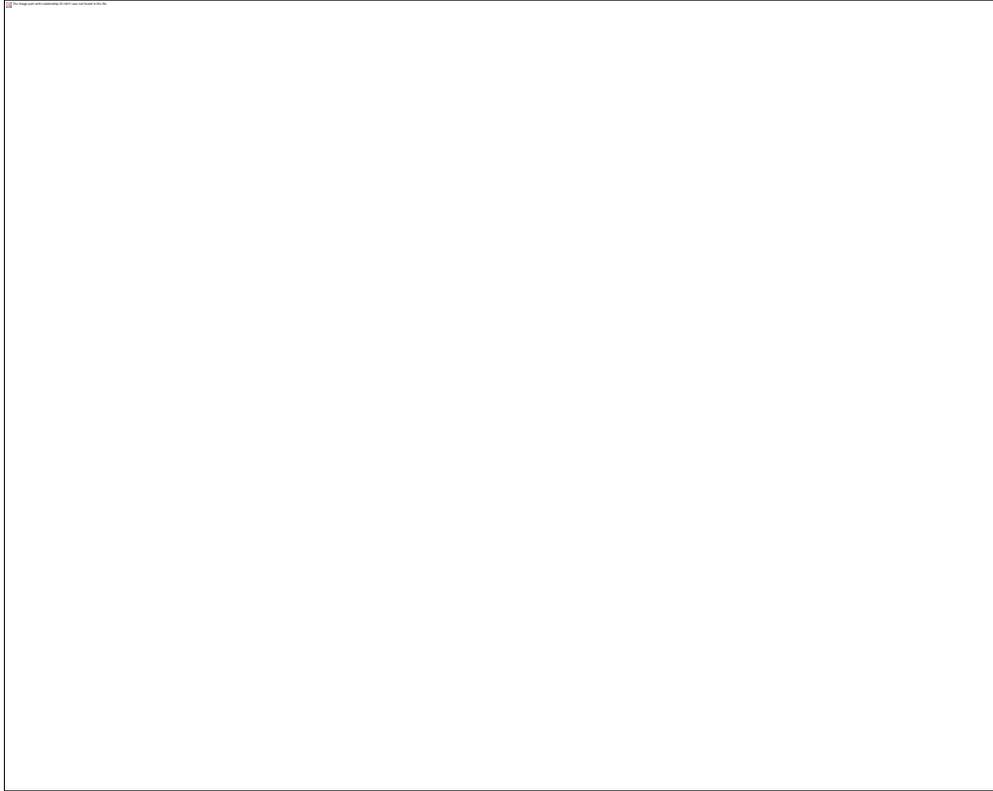
Students who have been diagnosed with Asthma and/ or allergies (such as food, insect, etc) must submit an action plan to the Nurse's Office. The action plan, which may be obtained in the Nurse's Office, must be completed and signed by the child's medical provider and must be kept current.

### **School Screenings**

All kindergartners, 1<sup>st</sup>, 3<sup>rd</sup>, 5<sup>th</sup>, 7<sup>th</sup>, first-time school entrants, and students new to Texas schools will be screened for vision, hearing and acanthosis. Spinal screenings (scoliosis) will be performed for 5<sup>th</sup>, 8<sup>th</sup> and 9<sup>th</sup> grade students. A referral will be sent only if a further evaluation is needed.

### **Immunizations Requirements**

The Texas Department of Health and the Board of Trustees for New Frontiers Public Schools requires the following immunizations for children attending our school. These immunization requirements provide students with active immunization against many communicable diseases. (For a better view of the table below please refer to [www.dshs.state.tx.us/immunize](http://www.dshs.state.tx.us/immunize).)



A delay in school enrollment or disruption in school attendance may be necessary if the student has not started or has not continued to receive vaccine doses as they become due. All immunization records must be validated by physician's signature or health clinic stamp. The month, day, and year must be indicated on the record for each new immunization received. These records must include all doses administered, including all doses that exceed the minimum requirements.

The school nurse will notify parents of immunizations needed upon enrollment or as they come due during the school year. When the student has received the required immunization(s), the parent brings or sends the immunization record to the school nurse so that the immunization dates may be recorded on the student's health record. These records are returned to parents when they are recorded.

Parents are encouraged to contact the school nurse for assistance in locating immunization clinics or in understanding immunization requirements.

### **Health and Dating Education**

The City of San Antonio-Project Worth program will present 4<sup>th</sup> & 5<sup>th</sup> grade students with puberty classes and abstinence-based sexuality classes to 7<sup>th</sup> & 8<sup>th</sup> grade students – as approved by the School Health Advisory Committee (SHAC). Parents will have the opportunity to preview all materials prior to the presentation(s). Parents who elect not to have their student participate may opt-out by providing written notification to the school through appropriate consent forms. Parent consent forms are required for student participation for both the sexuality and puberty classes.

The SHAC has also selected the Dating Violence program: [www.chooserespect.org](http://www.chooserespect.org) for our 8<sup>th</sup> grade students. Parents are invited to preview the resource materials available on the website.

NFPS believes that all students learn best in an environment free from dating violence, discrimination, harassment, and retaliation and that their welfare is best served when they are free from this prohibited conduct while attending school. Students are expected to treat other students and district employees with courtesy and respect, to avoid behaviors known to be offensive, and to stop those behaviors when asked or told to stop. NFPS employees are expected to treat students with courtesy and respect. The board has established policies and procedures to prohibit and promptly respond to inappropriate and offensive behaviors that are based on a person's race, color, religion, gender, national origin, disability, or any other basis prohibited by law.

Dating violence occurs when a person in a current or past dating relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control the other person in the relationship. Dating violence also occurs when a person commits these acts against a person in a marriage or dating relationship with the individual who is or was once in a marriage or dating relationship with the person committing the offense. This type of conduct is considered harassment if the conduct is so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance.

### **Driver License Attendance Verification**

For a student between the ages of 16 and 18 to obtain a driver license, the Texas Department of Public Safety must be provided written parental consent to access the student's records for purposes of verifying 90 percent attendance for credit for the semester. A verification of enrollment (VOE) form may be obtained from the office, which the student will need to submit to DPS upon application for a driver license.

## **Section 8: Anti-Bullying Policy**

New Frontiers Public Schools is committed to making our school a safe and caring place for all students. We will treat each other with respect, and we will refuse to tolerate bullying in any form at our school.

Bullying is a very serious crime and must be taken very seriously. Bullying is aggression, verbal, psychological or physical conduct (either online or in person) that:

1. Will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or damage of the student's property.
2. Infringes on the rights of the victim at school or includes cyberbullying (on or off of school property) that interferes with a student's educational opportunities.
3. Is sufficiently severe or pervasive that the action or threat creates an intimidating, threatening, or abusive educational environment for a student that materially and substantially disrupts the educational process or the orderly operation of a classroom or school-sponsored or school-related event.
4. Can involve a pattern of repeated behavior or can be a single significant act.

### **Examples of Bullying Include:**

- Unwanted teasing/put-downs
- Hurting someone physically by hitting, kicking, tripping, pushing, and so on.
- Threatening & Intimidating
- Spreading rumors
- Ganging up on someone
- Stalking
- Cyberstalking & Cyberbullying
- Sexual, religious, or racial harassment
- Public humiliation
- Social exclusion, including incitement and/or coercion
- Behavior that encourages suicide
- Inciting violence through group bullying
- Releasing or threatening to release "intimate visual material" of a minor or an adult student without consent

### **Staff at NFPS will do the following to prevent bullying and ensure student safety:**

- Supervise all areas of the school and playground.
- Respond and investigate quickly, seriously, and sensitively to all bully reports.
- Provide lessons, interventions and school-wide events that promote a healthy and respectful environment.
- Assign consequences for bullying based on our NFPS Student Code of Conduct.

- Notify the parents of the alleged bullying target on or before the third business day after the incident is reported.
- The alleged bully's parent will be notified within a reasonable time.
- Provide students and parents a method to anonymously report bullying by means of a paper/pencil bullying box found in main office buildings of both campuses.
- Provide counseling options for a students who is a victim of, or a witness to bullying, or who engages in bullying.

**Students at NFPS will do the following to prevent bullying:**

- Treat each other respectfully.
- Refuse to bully others.
- Refuse to let others be bullied.
- Refuse to watch, laugh, or join in when someone is bullied but instead, REPORT the bullying taking place.
- Try to include everyone in play, especially those who are often left out.
- Most importantly, REPORT bullying to a teacher and/or administrator.

**Section 8: School Supplies**

**Textbooks**

New Frontiers Public Schools furnishes all textbooks and instructional materials, and they remain school property. Parents will be required to reimburse the school for lost or damaged books before new books are issued.

College textbooks will be provided by the district. Lost or damaged books will be charged to the student. Reimbursement must be made prior to taking an additional college course.

**Section 9: Code of Conduct**

*Frank L. Madla* ACA Students will provide a separate handbook for the Student Code of Conduct rules that must be signed by the student and parent.

*Frank L. Madla* ECHS school students will be provided a separate handbook for the Student Code of Conduct rules that must be signed by the student and parent.

### **Section 10: Shuttle Policy and Procedures**

Students need to present their Frank L. Madla Early College High School student ID and Shuttle Pass before entering and utilizing the district shuttle service. This must be presented every day for pickup and drop off. Replacements can be purchased in the high school campus office for \$5.00 each.

- The shuttle will depart every morning from the Frank L. Madla Madla Madla ACA campus located at 4018 S. Presa, San Antonio, TX 78223 at 7:15 am. The shuttle will pick up students from the Frank L. Madla ECHS located at Palo Alto College at 4:00 p.m. Monday through Friday. Any variations to these times will be distributed in writing from the campus principal or district personnel. Students are not allowed to enter the Madla ACA campus before 7:00 a.m. When students enter campus students may board bus to await departure.
- It is the responsibility of the student to arrive at the designated drop off and pick up locations for the shuttle at least 5 minutes before departure. Students who are late for the shuttle will be responsible for transportation either home or to school. Students may wait in either the Frank L. Madla ECHS administrative office or the Madla ACA office for up to a maximum of 30 minutes. If a student is not picked up from office in this time window, this will be considered an incident and student may face suspension of shuttle privileges.
- Students are not required to be signed out when returning to Madla ACA Campus in the afternoon. Students must leave campus at 4:30 P.M.
- Students are required to have signed acknowledgement of policies and procedures to ride the shuttle. This form must be signed and completed at least 24 hours prior to first trip on the shuttle. If a student does not plan to ride the shuttle a minimum of three times a week, or the student does not plan to ride the shuttle in both the morning and afternoon, parents must provide written notification to the administrative office at Frank L. Madla ECHS.
- While on the shuttle student must follow all rules set forth by the Student and Parent handbook. Students must also follow any additional rules set forth by the shuttle operator or monitor. Students may be subject to disciplinary actions on the shuttle bus including, but not limited to suspension or permanent loss of shuttle privileges.
- Students shall remain in their seat while the shuttle is in motion. TEC, Section 34.004)
- Students shall not carry any weapons, incendiary item, or knives on or around the shuttle
- Scuffling, fighting, and use of profane language on or near the bus will not be tolerated. If the shuttle driver or monitor is addressed in a disrespectful or inappropriate manner, the ensuing administration action will parallel that which would result from a teacher being subjected to similar action.
- Students guilty of throwing objects from the shuttle will be referred to their school for disciplinary action and will be responsible for damage to a vehicle or injury to a person resulting from being struck by the thrown object.

- Use or possession of tobacco, tobacco products, or tobacco paraphernalia in any form on the shuttle is prohibited.
- Use of possession of drugs, alcohol, or medicines on or near the shuttle is prohibited.
- When unsafe or inappropriate behavior reaches the point of persistence and the driver deems it necessary to return the bus to school or to stop the bus to restore order, the student may be in violation of TEC Section 37.126 if the student intentionally disrupt, prevents, or interferes with the lawful transportation of children to or from school or to a school sponsored activity, an offense under this section is a Class C misdemeanor.
- To ensure student safety, students must use appropriate exits and entrances unless otherwise instructed by the shuttle operator to use emergency exits.
- Students may be suspended from shuttle privileges after a minimum of three incidents have been recorded. These incidents can include late arrival without parent or guardian pickup, as well as behavioral issues on the shuttle.
- Students must check in with the bus driver for every trip. Bus Driver will attain a student roster and keep track of every student who rides the shuttle. Students will be required to have student ID cards to board the shuttle.

### **Section 11: Teen Dating Violence Policy**

Unhealthy relationships during the teen years can disrupt normal development and contribute to other unhealthy behaviors in teens that can lead to problems over a lifetime. Teens who experience dating violence are more likely to experience depression and anxiety, engage in unhealthy behaviors such as experimenting with tobacco, drugs and alcohol, and have thoughts about suicide, according to the CDC. The mental and physical health consequences can extend into adulthood, and unhealthy relationships in adolescence also can create a cycle of abusive relationships.

#### **A. TEEN DATING VIOLENCE DEFINITION:**

- (1) “teen dating violence” is defined as the intentional use of physical, sexual, verbal, or emotional abuse by a person to harm, threaten, intimidate, or control another person in a dating relationship, as defined by Section 71.0021, Texas Family Code.
- (2) Teen dating violence is a pattern of coercive behavior that one partner exerts over the other for the purpose of establishing and maintaining power and control.

New Frontiers Public Schools District will address (1) safety planning, (2) enforcement of protective orders, (3) school-based alternatives to protective orders, (4) training for teachers and administrators, (5) counseling for affected students, and (6) awareness education for students and parents.

**NFPS district will provide training for teachers and administrators and awareness education for students and parents using the following resources: *loveisrespect.org* and *The San Antonio Rape Crisis Center*.**

## **Section 12: McKinney-Vento Homeless Education Assistance Act.**

The federal government's legal definition of homelessness, based on the McKinney-Vento Homeless Education Assistance Act, is anyone who...

- Is lacking a regular, fixed and adequate nighttime residence (sub- standard housing)
- Is sharing housing due to economic struggles (doubled-up)
- Is living in a shelter, hotel or motel
- Is living in a public place not designed for sleeping (cars, parks)
- Is an unaccompanied youth, a child or youth awaiting foster care placement
- Is a child or youth abandoned in a hospital
- Is a migrant child who qualifies under any of the above

### **New Frontiers Public Schools District shall:**

- Enroll children and youth who meet the McKinney-Vento Homeless Education Act's definition even if the child is unable to produce records normally required for enrollment.
- Maintain records to facilitate a child or youth's entrance to a new school.
- Coordinate with social service agencies that serve children and youth in homeless situations.
- Provide information to increase the awareness and sensitivity of school personnel to the education needs of children. and youth in homeless situations
- Appoint a homeless education liaison whose duties are to:
  1. ensure that families, children, and youth in homeless situations are informed about programs and services for which they are eligible, including transportation
  2. mediate enrollment;
  3. ensure parents have meaningful opportunities to participate in their children's education; and
  4. disseminate notice of the educational rights of children and youth in homeless situations

## **Section 13: New Frontiers Public Schools Sexual Abuse of Children Policy, As Required by HB 1041**

### **What is Sexual Abuse of a Child?**

Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child.

### **Methods for Increasing Awareness Regarding Sexual Abuse of Children**

**Teachers:** Teachers will be trained annually in all content areas addressed in the New Frontiers Public Schools Plan for Addressing Sexual Abuse of Children. Training may be provided through campus staff, district staff, on-line or outside agencies as appropriate at the discretion of the campus administration.

**Students:** Presentations and/or trainings will be provided to increase awareness regarding sexual abuse of children with an emphasis on anti-victimization training.

**Parents:** Information concerning the district Plan for Addressing Sexual Abuse of Children will be posted in school newsletters, on the NFPS website, and in the student handbook. The student handbook (which is available both in printed format and online at the district website) will include the following information:

- The plan for addressing child sexual abuse, which may be accessed at the district website. As a parent, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused.
- A child who has experienced sexual abuse should be encouraged to seek out a trusted adult. Be aware as a parent or other trusted adult that disclosures of sexual abuse may be more indirect than disclosures of physical abuse, and it is important to be calm and comforting if your child, or another child, confides in you. Reassure the child that he or she did the right thing by telling you.
- If you permit your child to be in a situation where he or she may be injured, then you may be prosecuted for child abuse. The fact that the abuser is a parent or other family member does not remove your obligation to protect the child. If you are frightened for your own safety or that of your child, call 911.

### **Acknowledgement of Policies of Procedures**

Your child is requesting the privilege of riding the shuttle service offered between *Frank L. Madla ACA* and *Frank L. Madla ECHS*. We **MUST** have your permission before allowing him/her to participate. The below signed parent acknowledges the policies and procedures outlined by the district. New Frontiers Public Schools is released from liability or responsibilities for any injuries. The parent hereby agrees to indemnify, defend and hold harmless New Frontiers Public Schools or its trustees, officers, employees and agents against any and all liabilities, losses, damages, claims, actions, or expenses, including reasonable attorney's fees arising out of any and all claims, demands, causes of action and suits of whatever nature, in law or equity, that arise out of or are connected with, or are based in whole or in part of any conduct, fact, matter, act or mission that relates to or is otherwise connected with the shuttle service. If these agreements are not satisfactory to you, you may choose not to sign this permission form. Please understand that unless you sign this form and return it to the Frank L. Madla Early College High School Administrative Office, your child will not be permitted to ride the shuttle.

*In consideration for allowing my child to participate in the shuttle service, I release and discharge Frank L. Madla Accelerated Collegiate Academy and all other who may be liable from all claims, present, and future, known and unknown, in any manner arising out of his/her participation. I acknowledge that this student has no limiting medical condition and is fully capable of participating.*

*My child, \_\_\_\_\_, has my permission to ride the shuttle from Frank L. Madla Accelerated Collegiate Academy to Frank L. Madla Early College High School*

Parent/Guardian Name: \_\_\_\_\_

Student Name: \_\_\_\_\_

Parent/Guardian Telephone Number: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_

Emergency Contact Relation to Student: \_\_\_\_\_

Emergency Contact Phone Number: \_\_\_\_\_

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date



## Section 15: School and Parent Compact

The schools of NFPS District strongly believe that our parents are our partners in the education process. Join us in this partnership by working together to ensure that “No Child is Left Behind” by:

- Shared responsibility for school performance
- Supportive learning environments at home and at school
- Quality curriculum for student achievement
- Effective working partnership of parents and teachers
- Quality schools for optimum student achievement

### PARENT COMPACT

Check the squares if you feel like you are doing the activity. Leave it blank if you need some assistance from the teacher to help you do the activity.

#### POSITIVE ATTITUDES ABOUT:

I will talk to my son/ daughter about

- Benefits of attending school
- Following school rules

#### BEING PUNCTUAL:

I will make sure that my son/ daughter

- Is on time each day
- Is on time to each class
- Remains in school for the full time assigned

#### SUPPORT SCHOOL ACTIVITIES:

I will help my son/ daughter succeed in school by

- Making sure homework is completed
- Setting aside study time at home
- Supervising television watching and encouraging other learning activities

#### COMMUNICATION WITH SCHOOL:

I will cooperate with my son/ daughter’s teacher by

- Attending a parent/ teacher conference at least once.
- Communicating with the teacher when the need arises
- Maintaining contact with the school through visits, phone calls or notes

#### DISCIPLINE:

I will help my son/ daughter maintain discipline in school by

- Regularly discussing the importance of discipline to the learning process
- Supporting the “Code of Conduct” and the Student Handbook
- Respecting the rights of peers and other school personnel

### SCHOOL COMPACT

#### SUPPORTIVE:

Administrators and teachers will ...

- ✓ Establish an effective parent/school partnership

- ✓ Provide quality curriculum and instruction that meets/aligns to state's standards
- ✓ Provide a supportive, effective and safe learning environment

**COMMUNICATION:**

Administrators and teachers will ...

- ✓ Keep parents informed of special events
- ✓ Provide frequent reports to parents on student's progress in their home language
- ✓ Hold a parent/ teacher conference at least annually

**PARENTAL REQUESTS:**

Administrators and teachers will ...

- ✓ Schedule meetings in a timely manner
- ✓ Provide reasonable access to school staff
- ✓ Provide opportunities for parent volunteerism and participation in classroom instruction
- ✓ Provide opportunities for parents to observe classroom activities

**School Agreement**

Your son/ daughter is important to us. Therefore, we strive to be supportive, communicate with you regularly, and be sensitive and responsive to parental requests.

## **Section 16: Student Technology Acceptable Use Agreement**

The Internet is an electronic highway connecting thousands of computers all over the world with millions of individual subscribers. Internet access is available to students, teachers, and administrators. Since it is a constantly changing, fluid environment, school media specialists and teachers have a professional responsibility to work together to help students develop the intellectual skills needed to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use information to meet their educational goals. One of our goals is to promote educational excellence in the New Frontiers Public Schools by facilitating resource sharing, innovation, and electronic communication.

Access to the District's electronic communications system, including the Internet, shall be made available to students, parents and employees exclusively, for instructional and administrative purposes and in accordance with administrative regulations. Access to the District's electronic communications system is a privilege, not a right. Students need to be aware that the District computers are shared equipment and time limits may be imposed when people are waiting to use them.

Any person using these resources through a District connection must accept and abide by the following policies:

1. Students must respect the rights of other individuals and not use language that is abusive (harshly or coarsely insulting, containing cursing in any language or ethnic or racial slurs), profane (vulgar, irreverent toward God or sacred things, Satanic), sexually offensive (sexual in nature, repugnant to the moral sense or good taste, sexual harassment), or threatening.
2. No one may access text or visual depictions (any picture, image, graphic image file, or other visual depiction) that are obscene and/or harmful to minors (appeals to a prurient interest; an actual or simulated sexual act or contact; and lacks serious literary, artistic, political or scientific value).
3. Students may not access or participate in chat rooms at any time. If the curriculum mandates the use of a supervised chat room, chat rooms may be allowed if the chat room is monitored on-line by a third party and if the students are under close supervision of the instructor.
4. Students may access only those games approved by a teacher.
5. Students must respect the privacy of others and not intentionally obtain copies of or modify files, passwords, or data that belong to anyone else. No one should represent him/herself as someone else by using another's account. No one should forward personal material without prior consent of the originator.
6. Electronic mail transmissions and other use of the electronic communication system are not considered to be private and may be monitored at any time by designated District staff to ensure appropriate use. Transmitting obscene messages or pictures is prohibited. Messages dealing with illegal activities may be reported to the appropriate authority.

7. For the safety and privacy of the student, ***no student information in any form except directory information will be posted on the Internet without express parental permission.***
8. Students must respect the integrity of computing systems and abide by existing Federal and State laws regarding electronic communication. This includes accessing secure and/or confidential information without authorization, divulging passwords, causing system malfunction, developing programs that harass other users or attempting to infiltrate a computer or computing system, maliciously harming or destroying District equipment, materials, or data and deliberately degrading or disrupting system performance. These actions may be viewed as violations of District policy and administrative regulations and, possibly, as criminal activity under applicable state and federal laws. This includes, but is not limited to, the uploading or creation of computer viruses and accessing indecent information. These laws can carry penalties of up to 20 years in prison.
9. Students must respect the legal protection provided by copyright laws to computer programs, articles, graphics and data. (See Board Policies on copyright.) Students shall not copy anything that belongs to someone else without rewriting it in their own words and are reminded to give credit to the owner of the information.
10. Any expense incurred as a result of Internet use is the responsibility of the student/parents.
11. Access to the Internet is considered a privilege. Users should not waste school resources through improper use of the computer system. Anyone found using access in a way deemed inappropriate will be denied privileges. Noncompliance with applicable regulations may result in suspension or termination of privileges and other disciplinary action consistent with Board policy and the student code of conduct.

### Section 17: Permission for Publication

**Parent Copy:** Please keep this page for your records.

#### PERMISSION FOR THE PUBLICATION OF STUDENT PHOTOGRAPHS AND VIDEO

I understand that the schools of NFPS District may wish to promote its programs or services by publishing photographs of students in print media, television programming or on the internet. I understand that photographs published on the internet will not display the child's name or any other personal information.

#### Please check one option:

##### Yes:

- I give permission to the District of NFPS staff, administration and/or other contracted staff to take photo and/or video of my child to be used for promotional purposes. This includes after school activities such as sports, choir, mariachi and other school related activities.
  
- I hereby give permission to the District of NFPS staff, administration and/or other contracted staff to take photo and/or video of my child to be used for promotional purposes, however, my child's photograph *cannot* be published in print media with student's name.

##### No:

- I do not wish for my child's photo and/or video to be taken or used for promotional purposes or published on the internet, television programming or in print media.

I understand that these photos and/or videos may be used for promotional purposes on or off school campus and on the school's website.

Student Name: \_\_\_\_\_ Student Age: \_\_\_\_\_

Parent or Legal Guardian Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Parent's Signature \_\_\_\_\_ Date: \_\_\_\_\_

#### COPPA Background Information

In April 2000, the Children's Online Privacy Act (COPPA), enforced by the U.S. Federal Trade Commission, went into effect. COPPA requires most web site operators to obtain verified parental consent before collecting, using or storing "personally identifiable information" (PII) about children under 13 years of age. PII means data such as first and last name, street address, telephone number, email addresses or other information that could enable someone to contact the child physically or online.

## Section 18: Student/ Parent Pledge Agreement

**Parent Copy:** Please keep this page for your records.

---

### **PARENT PLEDGE AGREEMENT**

The success of the schools of NFPS District Code of Conduct depends on the support of each member of the School community. Working together, faculty and staff, parents, and students can promote academic achievement and good character, and ensure the success of students at the School and throughout life. On behalf of the administration, management, faculty, and staff of New Frontiers Public Schools, I pledge to fulfill the responsibilities and uphold the expectations outlined in the Student Code of Conduct. Your signature in the appropriate space below will indicate your commitment to helping fulfill the School's primary mission.

As the parent/ legal guardian of \_\_\_\_\_,

I pledge:

- To maintain high expectations for my child and the School
- To demonstrate consistent interest in my child's progress at School
- To support my child's best efforts
- To model the ten character virtues described in the Code of Conduct
- To support and work with School staff to promote my child's learning
- To support the consequences administered by the school

As a student, I pledge:

- |   |                              |
|---|------------------------------|
| To be a good citizen  | To be responsible            |
| To show courage   | To persevere                 |
| To exercise self-discipline   | To respect myself and others |
| To be fair  | To be kind                   |
| To value true friends   | To tell and seek the truth   |
| To accept and learn from the consequences of inappropriate behavior |                              |

### **BEHAVIOR CONTRACT**

I give full authority and permission to the District of NFPS staff and administration to follow through with the school's student code of conduct as presented in this handbook. I understand the information contained in this handbook and concur that the guidelines will be applied fairly to all students as appropriate.

### **COUNSELING CONSENT**

I hereby understand and give consent for my child to receive the services of the School Guidance Counselor as they may become necessary. In addition, I also understand that a separate consent for any long-term individual counseling or participation in-group counseling for your child may be requested in the future.

---

**DRESS CODE AGREEMENT**

I have reviewed and I agree to have my child(ren) abide by the school's Student Dress Code.

---

**SCHOOL HOURS**

I hereby understand and agree to follow the hours of operation policy. I understand that supervision will be provided for students between the hours of 7:30 AM and 4 PM during school days. The office will make a reasonable effort to locate the parent/legal guardians with the phone numbers on file at the school. **I hereby understand and agree that children left at school after 5:00 PM will be considered abandoned and the proper authorities will be notified.**

---

**NFPS DISTRICT STUDENT AND PARENT HANDBOOK**

I have received a copy of the handbook for the 2018-2019 school year. I understand that the handbook contains information that my child and I will need during the school year.

---

**ACKNOWLEDGE RECEIPT OF / AND AGREED TO THE FOLLOWING**

Permission for Publication, Student Technology Acceptable Use Agreement, and the Student Compact.

**\*\* Please keep this page for your records \*\***  
**Parent Copy**

**Section 19: Permission for Publication**

**School’s Copy – Return to School**

**PERMISSION FOR THE PUBLICATION OF STUDENT PHOTOGRAPHS AND VIDEO**

I understand that the schools of NFPS District may wish to promote its programs or services by publishing photographs of students in print media, television programming or on the internet. I understand that photographs published on the internet will not display the child’s name or any other personal information.

**Please check one option:**

**Yes:**

- I hereby give permission to the District of NFPS staff, administration and/or other contracted staff to take photo and/ or video of my child to be used for promotional purposes. This includes after school activities such as sports, choir, mariachi and other school related activities.
- I hereby give permission to the schools of NFPS District staff, administration and/or other contracted staff to take photo and/ or video of my child to be used for promotional purposes, however, my child’s photograph *cannot* be published in print media with student’s name.

**No:**

- I do not wish for my child’s photo and/ or video to be taken or used for promotional purposes or published on the internet, television programming or in print media.

I understand that these photos and/ or videos may be used for promotional purposes on or off school campus and on the school’s website.

Student Name: \_\_\_\_\_ Student Age: \_\_\_\_\_

Parent or Legal Guardian Name: \_\_\_\_\_

Phone Number:\_(\_\_\_\_\_)\_\_\_\_\_

Parent’s Signature \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**\*\*Tear this page and return the page signed to your child’s homeroom teacher.\*\***

**COPPA Background Information**

In April 2000, the Children’s Online Privacy Act (COPPA), enforced by the U.S. Federal Trade Commission, went into effect. COPPA requires most web site operators to obtain verified parental consent before collecting, using or storing “personally identifiable information” (PII) about children under 13 years of age. PII means data such as first and last name, street address, telephone number, email addresses or other information that could enable someone to contact the child physically or online.

## Section 20: Student/Parent Pledge Agreement

### School's Copy – Return to School

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#### PARENT PLEDGE AGREEMENT

The success of the schools of NFPS District Code of Conduct depends on the support of each member of the School community. Working together, faculty and staff, parents, and students can promote academic achievement and good character, and ensure the success of students at the School and throughout life. On behalf of the administration, management, faculty, and staff of New Frontiers Public Schools, I pledge to fulfill the responsibilities and uphold the expectations outlined in the Student Code of Conduct. Your signature in the appropriate space below will indicate your commitment to helping fulfill the School's primary mission.

#### I pledge:

- To maintain high expectations for my child and the School
- To demonstrate consistent interest in my child's progress at School
- To support my child's best efforts
- To model the ten character virtues described in the Code of Conduct
- To support and work with School staff to promote my child's learning
- To support the consequences administered by the school

#### As a student, I pledge:

- |   |                              |
|---|------------------------------|
| To be a good citizen  | To be responsible            |
| To show courage   | To persevere                 |
| To exercise self-discipline   | To respect myself and others |
| To be fair  | To be kind                   |
| To value true friends   | To tell and seek the truth   |
| To accept and learn from the consequences of inappropriate behavior |                              |

#### BEHAVIOR CONTRACT

I give full authority and permission to the District of NFPS staff and administration to follow through with the school's student code of conduct as presented in this handbook. I understand the information contained in this handbook and concur that the guidelines will be applied fairly to all students as appropriate.

#### COUNSELING CONSENT

I hereby understand and give consent for my child to receive the services of the School Guidance Counselor as they may become necessary. In addition, I also understand that a separate consent for any long-term individual counseling or participation in-group counseling for your child may be requested in the future.

**\*\*Tear this page and return the page signed to your child's homeroom teacher.\*\***

**DRESS CODE AGREEMENT**

I have reviewed the New Frontiers Public Schools Dress Code. I agree to have my child(ren) abide by the school’s Student Dress Code.

---

**SCHOOL HOURS**

I hereby understand and agree to follow the School’s hours of operation policy. I understand that supervision will be provided for students between the hours of 7:30 AM and 4 PM during school days. The office will make a reasonable effort to locate the parent/legal guardians with the phone numbers on file at the school. **I hereby understand and agree that children left at school after 4 PM will be considered abandoned and the proper authorities will be notified.**

---

**NFPS STUDENT AND PARENT HANDBOOK**

I have received a copy of the handbook for the 2017-2018 school year. I understand that the handbook contains information that my child and I will need during the school year.

---

**ACKNOWLEDGE RECEIPT OF/ AND AGREED TO THE FOLLOWING**

Permission for Publication, Code of Conduct, Anti-Bullying Policy, Student Technology Acceptable Use Agreement, and the Student Compact.

---

**STUDENT SIGNATURE**

I understand and agree to abide by the items set forth in the New Frontiers Public Schools Handbook for parents and students.

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

X \_\_\_\_\_

Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**PARENT SIGNATURE**

I understand and agree to abide by the items set forth in the NFPS Student and Parent Handbook.

X \_\_\_\_\_

Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**School’s Copy**

**\*\*Tear this page and return the page signed to your child’s homeroom teacher.\*\***